CITY COUNCIL MEETING

MUNICIPAL CENTER COUNCIL CHAMBERS

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

MONDAY, JANUARY 27, 2020

6:30 P.M.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Adopt the Agenda**

5. **OCWS Briefing**

6. **Citizen Comments**

   Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium, state their name and address for the Clerk's record. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.

7. **Council Comments**

8. **Proclamations, Presentations and Recognitions**

9. **Consent Agenda**

   All items on the Consent Agenda are considered to be routine and have been made available to the City Council at least two days prior to the meeting; these items will be enacted by one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this agenda and considered under separate motion.

   A. List of Claims for January 27, 2020

      Documents:

      LIST OF CLAIMS.PDF

   B. City Licensing

      Documents:

      COUNCIL REPORT - CITY LICENSING.PDF
      RESOLUTION - CHURCH OF ST. JOSEPH 2020.PDF

   C. Rental Licensing

      Documents:

      COUNCIL REPORT - RENTAL LICENSING.PDF

D. December 2019 Financial Reports

Documents:

DECEMBER FINANCIAL REPORTS.PDF
DECEMBER BANK RECONCILIATION.PDF
DECEMBER 2019 GENERAL FUND BUDGET TO ACTUAL.PDF
DECEMBER UBS.PDF

E. 2019 Budget Rollover to 2020 Budget

Documents:

COUNCIL REPORT - BUDGET ROLLOVERS.PDF

F. 2019 Annual Report

Documents:

COUNCIL REPORT - 2019 ANNUAL REPORT.PDF
ATTACHMENT - 2019 COUNCIL ACTIONS.PDF
ATTACHMENT - 2019 OPERATIONAL ACCOMPLISHMENTS AND ACTIVITIES.PDF

G. Change Orders for Watermain - 2019 Street Improvements Project 19-1

Documents:

COUNCIL REPORT - CHANGE ORDERS FOR WATERMAIN CP 19-1.PDF

H. City Hall Change Order No. 1

Documents:

COUNCIL REPORT - CITY HALL CHANGE ORDER NO. 1.PDF
ATTACHMENT - 1.22.20 LETTER TO RYAN SCHROEDER.PDF
CHANGE ORDER - G701-2017 FINAL - ONE.PDF

I. Closing of Robert Street Capital Project Fund and Transfer

Documents:

COUNCIL REPORT - CLOSING ROBERT STREET CONSTRUCTION FUND.PDF
RESOLUTION - FUND CLOSURE AND CASH TRANSFER.PDF

J. Consultant Contract for 2021 Street Improvements Project 21-1

Documents:

COUNCIL REPORT - CONSULTANT CONTRACT CP 21-1.PDF

K. Geotechnical Evaluation Contract for 2021 Street Improvements Project 21-1

Documents:

COUNCIL REPORT - GEOTECHNICAL CONTRACT CP 21-1.PDF

L. Joint Powers Agreement for Thompson Ave Traffic Study, CP 20-8

Documents:

COUNCIL REPORT - JPA FOR THOMPSON AVE TRAFFIC STUDY CP 20-8.PDF
ATTACHMENT - JPA, THOMPSON AVE TRAFFIC STUDY, CP 20-8.PDF

M. Plans and Specifications and Order Bid for Dome Exit Stairs Project

Documents:

COUNCIL REPORT - APPROVE PLANS ORDER BID FOR DOME EXIT STAIRS.PDF

N. Salt Shed Roof Replacement Contract

Documents:

COUNCIL REPORT - SALT SHED ROOF REPLACEMENT CONTRACT.PDF

O. South Metro Fire Department Services Agreement for 2020

Documents:

SMFD SERVICES AGREEMENT 2020.PDF

10. **Public Hearing**

A. Conditional Use Permit, Site Plan, and Preliminary Plat Review for the Construction of a New Medical Office at 1140 Robert St. - Dan Saad

Documents:

COUNCIL REPORT - MULTIPLE APPLICATIONS FOR 1140 ROBERT ST.PDF
ATTACHMENTS - MULTIPLE APPLICATIONS FOR 1140 ROBERT ST 1.PDF
RESOLUTION 20-XX - SITE PLAN FOR 1140 ROBERT ST.PDF
RESOLUTION 20-XX - CUP FOR 1140 ROBERT ST.PDF
RESOLUTION 20-XX - PRELIMINARY PLAT FOR 1140 ROBERT ST.PDF

11. **New Business**

A. Appointments to Environmental, Parks and Recreation, and Planning Commissions

Documents:

COUNCIL REPORT - APPOINTMENTS TO ENVIRONMENTAL, PARK AND REC, AND PLANNING COMM.PDF

12. **Old Business**

13. **Adjourn**

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Char Stark, Finance Director**

Date: January 27, 2020

List of Claims

BACKGROUND INFORMATION:

Invoices to be paid

FISCAL IMPACT:

$6,698,316.17

STAFF RECOMMENDATION:

Approve payment of the attached

CITY OF WEST ST PAUL

Summary of List of Claims

Council Meeting of January 27, 2020

PAYROLL CHECK REGISTER:

Payroll Period	12/30/19-1/12/20	
Date Paid	1/17/2020	
Direct Deposit		$172,180.71
Payroll Period		
Date Paid		
Direct Deposit		
TOTAL NET PAYROLL		$172,180.71

DISBURSEMENT CHECK REGISTER:

Checks	131567 - 131715	$1,888,874.92
EFTS	719 - 752	$4,637,260.54
TOTAL DISBURSEMENT CHECKS		$6,526,135.46

TOTAL PAYROLL, DISBURSEMENTS, ACH AND WIRE TRANSFERS $6,698,316.17

CITY OF W.S.P

Payment Register

From Payment Date: 1/1/2020 - To Payment Date: 1/27/2020

Number	Date	Payee Name	Transaction Amount
AP-1 - Accounts Payable			
Check			
131567	01/27/2020	840 RUE DU HOUPPIER	$118.94
131568	01/27/2020	ABDO, EICK & MEYERS, LLP	$10,000.00
131569	01/27/2020	ADVANTAGE SIGNS & GRAPHICS	$396.55
131570	01/27/2020	AGGREGATE INDUSTRIES	$1,773.85
131571	01/27/2020	ALEXANDER MANAGEMENT LLC	$5,000.00
131572	01/27/2020	ANCHOR SOLAR INVESTMENTS	$399.30
131573	01/27/2020	ARROW MOWER	$267.75
131574	01/27/2020	ASCAP	$363.00
131575	01/27/2020	ASLIS	$247.50
131576	01/27/2020	ATEC LLC	$4,140.00
131577	01/27/2020	BAYCOM INC	$1,842.00
131578	01/27/2020	BCA CJTE	$1,110.00
131579	01/27/2020	BOLTON & MENK INC	$10,714.00
131580	01/27/2020	BOYER FORD TRUCKS INC	$79.69
131581	01/27/2020	BROOKS OFFICE INTERIORS INC	$171.88
131582	01/27/2020	CAR WASH PARTNERS, INC	$141.21
131583	01/27/2020	CARGILL INCORPORATED	$37,151.61
131584	01/27/2020	CENTURYLINK	$239.79
131585	01/27/2020	CINTAS CORPORATION	$222.08
131586	01/27/2020	CITY AUTO GLASS	$256.25
131587	01/27/2020	CIVICPLUS	$9,087.24
131588	01/27/2020	COMCAST	$229.44
131589	01/27/2020	CORNWELL TOOLS	$165.19
131590	01/27/2020	CORPORATE MARK INC	$223.00
131591	01/27/2020	CRAWFORD DOOR SALES	$270.00
131592	01/27/2020	CROWN TROPHY	$20.00
131593	01/27/2020	CUB FOODS - WEST ST PAUL	$43.20
131594	01/27/2020	CUMMINS SALES & SERVICE	$865.59
131595	01/27/2020	DAKOTA COMMUNICATIONS CENTER	$104,566.00
131596	01/27/2020	DAKOTA COUNTY CHIEFS OF POLICE	$600.00
131597	01/27/2020	DAKOTA COUNTY ENVIRONMENTAL	$110.40
131598	01/27/2020	DAKOTA COUNTY FINANCIAL SERV	$336,126.91
131599	01/27/2020	DELL MARKETING	$437.00
131600	01/27/2020	DERDOSKI, RICHARD	$825.00
131601	01/27/2020	DVS RENEWAL	$24.00
131602	01/27/2020	EHLERS & ASSOCIATES	$3,153.75
131603	01/27/2020	ELECTRIC FIRE & SECURITY INC	$100.00
131604	01/27/2020	ELITE AUTO DETAIL	$150.00
131605	01/27/2020	ELLIE FAMILY SERIVCES	$1,400.00
131606	01/27/2020	EMERGENCY AUTOMOTIVE TECH	$5,371.05
131607	01/27/2020	FASTENAL COMPANY	$83.86
131608	01/27/2020	FIDELITY SECURITY LIFE	$215.08

131609	01/27/2020	FIRST CITIZENS BANK	$30.83
131610	01/27/2020	FORCE AMERICA	$221.92
131611	01/27/2020	FORKLIFTS OF MINNESOTA, INC	$129.31
131612	01/27/2020	FURTHER	$387.70
131613	01/27/2020	GALLS INC	$805.72
131614	01/27/2020	GAME TIME	$46,548.10
131615	01/27/2020	GERRY'S FIRE & SAFETY INC	$734.70
131616	01/27/2020	GRAINGER INC	$38.11
131617	01/27/2020	GRANT ACQUISITION LLC	$269.00
131618	01/27/2020	HANDLOS, RICHARD & DENISE	$706.00
131619	01/27/2020	HARRIS ST PAUL, INC	$960.00
131620	01/27/2020	HEALTHEAST MEDICAL TRANSPORT	$88.40
131621	01/27/2020	HENNEPIN COUNTY WARRANTS	$80.00
131622	01/27/2020	HOLIDAY STATION STORES	$81.00
131623	01/27/2020	HOTSY	$255.23
131624	01/27/2020	HUEBSCH	$429.20
131625	01/27/2020	INVER GROVE FORD	$420.69
131626	01/27/2020	INVER GROVE HEIGHTS/CITY OF	$750.00
131627	01/27/2020	JONNIED AND CO	$153.95
131628	01/27/2020	KIMLEY-HORN & ASSOCIATES, INC	$6,127.99
131629	01/27/2020	KKSKLMN, PA	$15,000.00
131630	01/27/2020	KROGH'S INC	$13,743.95
131631	01/27/2020	L.T.G. POWER EQUIPMENT	$59.97
131632	01/27/2020	LANNERS, JEFF & CHRISTINA	$1,209.00
131633	01/27/2020	LAWSON PRODUCTS INC	$687.17
131634	01/27/2020	LEAGUE OF MN CITIES	$275.00
131635	01/27/2020	LEFFLER PRINTING COMPANY, INC	$3,205.00
131636	01/27/2020	LEVANDER, GILLEN & MILLER	$30,421.52
131637	01/27/2020	LITINPAK	$935.35
131638	01/27/2020	LMCIT	$10,947.07
131639	01/27/2020	LOE'S OIL COMPANY INC	$152.00
131640	01/27/2020	LOGIS	$8,851.55
131641	01/27/2020	LUBE-TECH & PARTNERS, LLC	$123.83
131642	01/27/2020	M P C A	$62.50
131643	01/27/2020	M T I DISTRIBUTING	$5,810.35
131644	01/27/2020	MAHCO	$60.00
131645	01/27/2020	MANSFIELD OIL COMPANY OF GAINESVILLE, INC	$15,793.66
131646	01/27/2020	MARCO TECHNOLOGIES LLC- LEASE PAYMENT	$1,307.23
131647	01/27/2020	MCMASTER-CARR	$89.02
131648	01/27/2020	MCMULLEN INSPECTIONS, INC	$10,791.20
131649	01/27/2020	MENARDS	$443.24
131650	01/27/2020	METRO CITIES	$7,401.00
131651	01/27/2020	METROPOLITAN COUNCIL	$181,986.26
131652	01/27/2020	MID-NORTHERN SERVICES	$8,187.10
131653	01/27/2020	MILLER EXCAVATING INC	$62.50
131654	01/27/2020	MINNEAPOLIS OXYGEN CO	$794.60

131655	01/27/2020	MINNEAPOLIS/CITY OF	$1,658.70
131656	01/27/2020	MINNESOTA POLLUTION CONTROL	$780.00
131657	01/27/2020	MN DEPT OF HEALTH	$95.00
131658	01/27/2020	MN DEPT OF LABOR & IND-CODE/IN	$1,622.31
131659	01/27/2020	MN DEPT OF PUBL SAFTY -EPCRA	$50.00
131660	01/27/2020	MN DEPT OF TRANS-COMMISIONER	$91.37
131661	01/27/2020	MN DEPT-EMPL & ECON DEV	$6,850.00
131662	01/27/2020	MN GLOVE	$860.52
131663	01/27/2020	MN OCCUPATIONAL HEALTH	$744.00
131664	01/27/2020	MN POLLUTION CONTROL AGENCY	$23.00
131665	01/27/2020	MN UNEMPLOYMENT INSURANCE FUND	$24.68
131666	01/27/2020	MUELLER, MARK	$843.00
131667	01/27/2020	NAPA AUTO PARTS	$51.73
131668	01/27/2020	NEOGOV	$3,307.50
131669	01/27/2020	NORTHERN SAFETY CO., INC	$88.00
131670	01/27/2020	NUSS TRUCK & EQUPMENT	$79,144.92
131671	01/27/2020	O DAY EQUIPMENT	$258.50
131672	01/27/2020	O'REILLY AUTOMOTIVE, INC	$131.40
131673	01/27/2020	OFFICE DEPOT	$8.20
131674	01/27/2020	OLSON POWER	$808.00
131675	01/27/2020	ORKIN COMMERCIAL SERVICES	$65.00
131676	01/27/2020	PAPER ROLL PRODUCTS	$339.50
131677	01/27/2020	POWERPLAN/R D O EQUIPMENT	$373.59
131678	01/27/2020	PROFESSIONAL WIRELESS COMM	$2,449.24
131679	01/27/2020	REAA	$327.84
131680	01/27/2020	REAL-TITE INC	$252.46
131681	01/27/2020	RED WING BUSINESS ADVANTAGE ACCOUNT	$425.97
131682	01/27/2020	ROSTI CONTRUCTION COMPANY OF MN, INC	$105,821.92
131683	01/27/2020	RR DONNELLEY	$230.60
131684	01/27/2020	SAM'S CLUB DIRECT	$53.44
131685	01/27/2020	SFDMG, LLC	$5,861.62
131686	01/27/2020	SOUTH METRO FIRE DEPT	$622,506.00
131687	01/27/2020	SPORTS UNLIMITED	$1,134.00
131688	01/27/2020	SPRWS	$2,545.54
131689	01/27/2020	SRF CONSULTING GROUP INC	$1,213.13
131690	01/27/2020	STREICHER'S	$522.97
131691	01/27/2020	SUNGARD PUBLIC SECTOR	$1,166.67
131692	01/27/2020	SUPERION	$55,941.12
131693	01/27/2020	T - MOBILE	$1,528.62
131694	01/27/2020	T A SCHIFSKY & SONS	$935.75
131695	01/27/2020	THUL SPECIALTY CONTRACTING	$1,950.00
131696	01/27/2020	TKDA	$1,115.07
131697	01/27/2020	TOWMASTER	$540.58
131698	01/27/2020	TRANSUNION RISK & ALTERNATIVE	$50.00
131699	01/27/2020	TWIN CITIES PIONEER PRESS	$190.06
131700	01/27/2020	TWIN CITY JANITOR SUPPLY	$399.57

131701	01/27/2020	TWIST OFFICE PRODUCTS	$631.99
131702	01/27/2020	VAN IWAARDEN ASSOCIATES	$1,900.00
131703	01/27/2020	VANGUARD CLEANING SYSTEMS	$2,599.30
131704	01/27/2020	VIKING INDUSTRIAL CENTER	$242.45
131705	01/27/2020	VOYANT COMMUNICATIONS, LLC	$1,758.56
131706	01/27/2020	WASTE MANAGEMENT	$2,829.51
131707	01/27/2020	WENCK ASSOCIATES, INC	$1,140.50
131708	01/27/2020	WOLD ARCHITECTS & ENGINEERS	$734.37
131709	01/27/2020	WORLD FUEL SERVICES, INC	$576.40
131710	01/27/2020	WS & D PERMIT SERVICE INC	$77.00
131711	01/27/2020	WSB & ASSOCIATES	$1,601.00
131712	01/27/2020	XCEL ENERGY	$49,438.74
131713	01/27/2020	YMCA IN WEST ST PAUL	$875.00
131714	01/27/2020	YORK, ANDY	$735.00
131715	01/27/2020	ZIEGLER INC	$2,033.98
Type Check Totals:			$1,888,874.92
EFT			
719	01/27/2020	BOND TRUST SERVICES	$178,062.50
720	01/27/2020	BOND TRUST SERVICES	$187,356.25
721	01/27/2020	BOND TRUST SERVICES	$236,562.50
722	01/27/2020	BOND TRUST SERVICES	$31,446.88
723	01/27/2020	BOND TRUST SERVICES	$317,827.50
724	01/27/2020	BOND TRUST SERVICES	$163,387.50
725	01/27/2020	BOND TRUST SERVICES	$267,728.13
726	01/27/2020	BOND TRUST SERVICES	$354,725.00
727	01/27/2020	BOND TRUST SERVICES	$472,340.00
728	01/27/2020	BOND TRUST SERVICES	$88,767.50
729	01/27/2020	BOND TRUST SERVICES	$353,497.50
730	01/27/2020	BOND TRUST SERVICES	$339,598.13
731	01/27/2020	BOND TRUST SERVICES	$359,425.00
732	01/27/2020	BOND TRUST SERVICES	$348,850.00
733	01/27/2020	BOND TRUST SERVICES	$662,425.00
734	01/27/2020	AUTHNET GATEWAY	$32.70
735	01/27/2020	MN STATE TREASURER	$3,364.00
736	01/27/2020	NEOPOST - ADVANCE	$1,500.00
737	01/27/2020	HIGHER STANDARDS INC	$689.71
738	01/27/2020	INTERNAL REVENUE SERVICE	$1,194.48
739	01/27/2020	FURTHER	$3,099.44
740	01/27/2020	FURTHER	$40.37
741	01/23/2020	FURTHER	$5,500.00
742	01/23/2020	I C M A	$150.00
743	01/23/2020	I C M A RETIREMENT TRUST - ROTH	$300.00
744	01/23/2020	I C M A RETIREMENT TRUST-457	$8,218.34
745	01/23/2020	MII LIFE --- VEBA	$3,479.02
746	01/23/2020	MN DEPT OF REVENUE - PR TAXES	$10,866.09
747	01/23/2020	MSRS - 457	$2,872.37

748	01/23/2020	MSRS HCSP	$3,715.03
749	01/23/2020	PUBLIC EMPLOYEES RETIRMNT ASSN	$55,051.35
750	01/23/2020	PUBLIC EMPLOYEES RETIRMNT ASSN	$203.08
751	01/23/2020	IRS - PR TAXES	$55,020.90
752	01/27/2020	BLUECROSS BLUESHIELD	$119,964.27
Type EFT Totals:			$4,637,260.54

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Police Department**

Date: **January 27, 2020**

City Business and Liquor Licenses

BACKGROUND INFORMATION:

Licensing Staff have reviewed the following business and liquor license applications and all requirements have been met.

All license holders must comply with all conditions placed on the property pursuant to any zoning approval.

2020 Liquor Licenses
FoodSmith, 973 Smith Ave S, has applied for an On-Sale Liquor License along with Sunday Sale and Outside Sale. This is a new establishment.

El Nuevo Morelos Mexican Restaurant, 360 Bernard St W, has applied for an On-Sale Liquor License along with a Sunday Sale License. Council approved a prorated fee for this Licensee at their January 13th Council meeting.

2020 Business Licenses – Background Required
Application for Exempt Gambling (Raffle) for Church of St. Joseph for an event to be held at 1154 Seminole, on March 21, 2020.

Teresa Bushman, Robert St Chiropractic, 1633 Robert St S and Endris Chiropractic, 1560 Livingston Ave. Application for a Business and Personal Massage License.

FISCAL IMPACT:

Action	Fund	Department	Account	Amount
Liquor License Fee	101	30000	32110	13,305.00
Other License Fee	101	30000	32199	190.00
Background Fee	101	30000	34208	1,575.00
			Total:	$15,070.00

STAFF RECOMMENDATION:

In processing this application staff found no notable concerns or issues. Staff does not foresee any special or reasonable conditions. Council needs to consider the application for approval.

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION CONCURRING WITH THE ISSUANCE OF A MINNESOTA LAWFUL GAMBLING EXEMPTION FOR CHURCH OF ST. JOSEPH

WHEREAS, Church of St. Joseph**,** has made application to the Gambling Control Board to hold a lawful gambling exempt activity on March 21, 2020; and

WHEREAS, the City has no objection to said activity.

NOW, THEREFORE, BE IT RESOLVED that the West St. Paul City Council hereby concurs with the issuance of a Lawful Gambling Exemption Permit by the Gambling Control Board to Church of St. Joseph to be held on March 21, 2020 at Church of St. Joseph, 1154 Seminole Avenue, West St. Paul, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 27th day of January 2020.

Attest:

David J. Napier, Mayor	Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Melissa Sonnek, Community Development Coordinator**

Date: **January 27, 2020**

Rental Licensing

BACKGROUND INFORMATION:

2019 Rental Business Licenses – Background Required

According to the Rental Dwelling Ordinance, the city requires a background investigation for each new rental property applicant. In addition, the Police Department and Code Enforcement reviews calls for service to the properties to help identify potential problem properties.

The Community Development Department reviewed the application, inspection report, rental density, and code compliance requirements.

The background investigation, inspection report, and code compliance review on the properties listed below did not identify any incidents that would result in a denial of the rental license.

APPLICATIONS FOR APPROVAL:

1520 Charlton Street (Apartment – Renewal)
1550 Charlton Street (Apartment – Renewal)
1552 Charlton Street (Apartment – Renewal)
1525 Allen Avenue (Apartment – Renewal)
845 Dodd Road (Apartment – Renewal)
848 Dodd Road (Apartment – Renewal)
97 Orme Street East (Apartment – Renewal)
996 Charlton Street (Apartment – Renewal)
785 Dodd Road (Apartment – Renewal)
958 Robert Street (Apartment – Renewal)
56/58 Logan Avenue West (Apartment – Renewal)
260 Emerson Avenue East (Single Family – Renewal)

FISCAL IMPACT:

		Amount
Fund:	**101**	
Department:	**30000**	
Account:	**32170**	**$ 4,679**

STAFF RECOMMENDATION:

Staff recommends City Council approve the license applications.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Charlene Stark, Finance Director**

Date: **January 27, 2020**

Financial Information-December

BACKGROUND INFORMATION:

Attached for Council review the December financial reports:

Bank statement reconciliation
Investment statement
General Fund-Budget to Actual report

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Accept the December financial reports as presented.

CITY OF WEST ST. PAUL
BANK RECONCILIATION
December 31, 2019

Old National BANK BALANCE:			
Ending Balance - Checking Account	**1,191,227.27**		
Deposits in Transit	5,492.05		
Outstanding Disbursements & Checks	(281,985.77)		
Petty Cash	1,900.00		
RECONCILED BALANCE	**916,633.55**	**BANK & TREASURER**	**BANK & ACCOUNT**
		0.00	0.00
			0.00
CITY TREASURER'S BALANCE:			
Previous Month's **Reconciled** Balance	**124,416.80**		
Daily Receipts Posted	1,712,755.51		
Disbursement Checks Issued	(1,214,438.68)		
Payroll Direct Deposits	(505,890.53)		
Cash Journal Entries (net)	799,724.45		
ACH	122.00		
NW Over adj	(56.00)		
RECONCILED BALANCE	**916,633.55**		
CASH ACCOUNT BALANCE:	**916,567.55**		
Adjustments:	66.00		
RECONCILED BALANCE	**916,633.55**		

General Fund Income Statement

Through 12/31/19 *

Summary Listing

Organization	Organization Description	Adopted-with Adjustments Budget Amount	December Actual Amount	2019-YTD Actual Amount	Remaining YTD Actual	% of Budget-Spent	Variance Explanation
	REVENUE						
30000	Revenues	14,472,607.00	4,464,956.27	13,391,812.76	1,080,794.24	93%	Reporting tax collections through Nov 25th. Balance to be received late January.
	REVENUE TOTALS	$14,472,607.00	$4,464,956.27	$13,391,812.76	$1,080,794.24	93%	
	EXPENSE						
41110	Mayor and Council	145,790.00	23,202.03	120,017.46	25,772.54	82%	
41120	Charter Commission	1,500.00	.00	1,527.18	(27.18)	102%	
41320	City Manager / City Clerk	720,494.00	55,876.78	686,659.17	33,834.83	95%	
41350	Marketing and Communications	157,743.00	14,378.53	143,388.45	14,354.55	91%	
41410	Elections	7,450.00	76.98	2,319.23	5,130.77	31%	
41520	Finance	343,072.00	40,228.59	385,773.50	(42,701.50)	112%	Contracted payroll during rehire process
41610	Legal	357,000.00	22,959.40	293,544.41	63,455.59	82%	
41910	Planning & Community Development	442,771.00	47,670.50	401,295.68	41,475.32	91%	
41915	Recycling Dept.	64,241.00	9,523.33	61,434.04	2,806.96	96%	
41920	Information Technology	458,420.00	41,623.78	416,353.77	42,066.23	91%	hiring savings
41940	City Hall Building	255,445.00	20,108.44	190,734.80	64,710.20	75%	
41945	PW Facility	72,635.00	11,293.22	72,575.37	59.63	100%	
42100	Police	5,796,791.00	603,057.11	5,732,845.10	63,945.90	99%	
42151	Communications Center	.00	.00	.00	.00	0%	
42200	Fire	2,476,969.00	.00	2,642,761.35	(165,792.35)	107%	All 4 qtrs. operating paid. Lease and debt in Dec.
42401	Building Inspections	371,298.00	37,491.96	376,141.93	(4,843.93)	101%	
42500	Civil Defense	15,860.00	(64.35)	13,230.36	2,629.64	83%	
42600	Traffic Signs	.00	.00	.00	.00	0%	
43000	Engineering	192,391.00	20,355.60	187,531.86	4,859.14	97%	
43100	Streets	1,346,465.00	137,274.55	1,355,914.50	(9,449.50)	101%	
43160	Street Lighting	142,000.00	9,304.67	115,175.99	26,824.01	81%	Starting to see higher utilization for fall/winter
44140	Human Resources	181,708.00	1,502.18	58,696.54	123,011.46	32%	End of year expenditures not reporting
45000	Parks and Recreation	987,970.00	99,132.93	956,393.23	31,576.77	97%	
49200	Unallocated	.00	4,460.00	4,460.00	(4,460.00)	0%	
	EXPENSE TOTALS	$14,538,013.00	$1,199,456.23	$14,218,773.92	$319,239.08	98%	11/12 months calculates out to 91%. Currently reporting under budget projection.
	Fund **101 - General Fund** Totals						
	REVENUE TOTALS	14,472,607.00	4,464,956.27	13,391,812.76	1,080,794.24	93%	
	EXPENSE TOTALS	14,538,013.00	1,199,456.23	14,218,773.92	319,239.08	98%	
	Fund **101 - General Fund** Net Gain (Loss)	($65,406.00)	$3,265,500.04	($826,961.16)	$761,555.16		

* Year End Audit Adjustments have not been recorded.

UBS

UBS Financial Services Inc.
681 Lake Street E.
Suite 354
Wayzata MN 55391-1758

CNQ7005432771 1219 X13 RP 0

Business Services Account

December 2019

CITY OF WEST SAINT PAUL
CUSTODY ACCOUNT
ATTN: CHARLENE STARK
1616 HUMBOLDT AVE
WEST SAINT PAUL MN 55118-3905

Account name: CITY OF WEST SAINT PAUL CUSTODY ACCOUNT

Friendly account name: Custody Acct

Account number: RP 34592 SH

Your Financial Advisor:
HARNETT/SORLEY
Phone: 952-475-9440/800-627-2463

Questions about your statement?
Call your Financial Advisor or the ResourceLine at 800-762-1000, account 712034592.

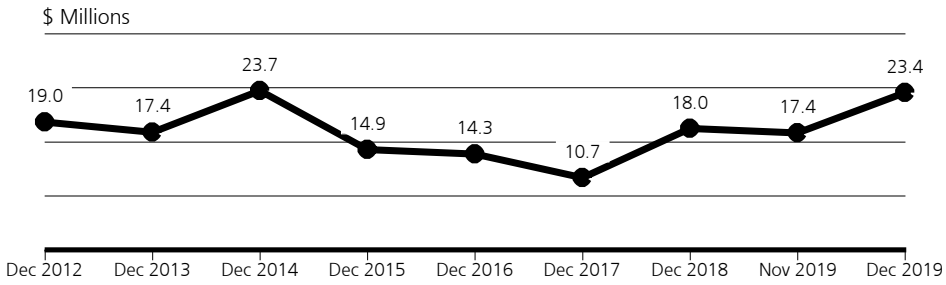
Visit our website:
www.ubs.com/financialservices

Value of your account

	on November 29 ($)	on December 31 ($)
Your assets	17,351,655.51	23,380,918.65
Your liabilities	0.00	0.00
Value of your account	**$17,351,655.51**	**$23,380,918.65**
Accrued interest in value above	$60,257.22	$54,144.64

As a service to you, your portfolio value of $23,380,918.65 includes accrued interest.

Tracking the value of your account



Sources of your account growth during 2019

Value of your account at year end 2018	$18,011,968.31
Net deposits and withdrawals	$4,572,297.70
Your investment return:	
Dividend and interest income	$388,973.42
Change in value of accrued interest	$5,217.34
Change in market value	$402,461.88
Value of your account on Dec 31, 2019	**$23,380,918.65**

Your account balance sheet

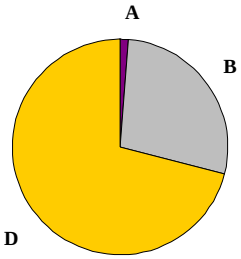
The value of your account includes assets held at UBS and certain assets held away from UBS. See page 1 for more information.

Summary of your assets

		Value on December 31 ($)	Percentage of your account
A	Cash and money balances	302,480.34	1.29%
B	Cash alternatives	6,483,840.28	27.73%
C	Equities	0.00	0.00%
D	Fixed income	16,594,598.04	70.98%
E	Non-traditional	0.00	0.00%
F	Commodities	0.00	0.00%
G	Other	0.00	0.00%
Total assets		**$23,380,918.65**	**100.00%**

Value of your account **$23,380,918.65**

Your current asset allocation



- *Cash and money balances* may include available cash balances, UBS Bank USA deposit account, UBS FDIC Insured Deposit Program Bank accounts, UBS AG Stamford Branch deposit account balances and money market mutual fund sweep balances. See the *Important information about your statement* on the last two pages of this statement for details about those balances.

Eye on the markets

Index	Percentage change December 2019	Percentage change Year to date
S&P 500	3.02%	31.49%
Russell 3000	2.89%	31.02%
MSCI - Europe, Australia & Far East	3.27%	22.66%
Barclays Capital U.S. Aggregate Bond Index	-0.07%	8.72%

Interest rates on December 31, 2019

3-month Treasury bills: 1.52%

One-month LIBOR: 1.76%

Change in the value of your account

	December 2019 ($)	Year to date ($)
Opening account value	**$17,351,655.51**	**$18,011,968.31**
Deposits, including investments transferred in	6,400,000.00	12,900,000.00
Withdrawals and fees, including investments transferred out	-400,000.00	-8,327,702.30
Dividend and interest income	44,614.35	388,973.42
Change in value of accrued interest	-6,112.58	5,217.34
Change in market value	-9,238.63	402,461.88
Closing account value	**$23,380,918.65**	**$23,380,918.65**

Dividend and interest income earned

For purposes of this statement, taxability of interest and dividend income has been determined from a US tax reporting perspective. Based upon the residence of the account holder, account type, or product type, some interest and/or dividend payments may not be subject to United States (US) and/or Puerto Rico (PR) income taxes. The client monthly statement is not intended to be used and cannot be relied upon for tax purposes. Clients should refer to the applicable tax reporting forms they receive from UBS annually, such as the Forms 1099 and the Forms 480, for tax reporting information. It is the practice of UBS to file the applicable tax reporting forms with the US Internal Revenue Service and PR Treasury Department, and in such forms accurately classify dividends and/or interest as tax exempt or taxable income. Please consult your individual tax preparer.

	December 2019 ($)	Year to date ($)
Taxable dividends	5,167.20	40,010.30
Taxable interest	40,990.49	361,628.12
Taxable accrued interest paid	-1,543.34	-14,984.93
Taxable accrued interest received	0.00	1,723.84
Total current year	**$44,614.35**	**$388,377.33**
Prior year adjustment	0.00	596.09
Total dividend & interest	**$44,614.35**	**$388,973.42**

Summary of gains and losses

Values reported below exclude products for which gains and losses are not classified.

	Realized gains and losses		Unrealized
	December 2019 ($)	Year to date ($)	gains and losses ($)
Short term	0.00	10,395.83	-17,932.21
Long term	0.00	-4,800.00	225,094.61
Total	**$0.00**	**$5,595.83**	**$207,162.40**

Cash activity summary

See *Account activity this month* for details. Balances in your Sweep Options are included in the opening and closing balances value. FDIC insurance applies to deposits at UBS Bank USA and all banks participating in the UBS FDIC Insured Deposit Program. It does not apply to deposits at UBS AG, Stamford Branch. SIPC protection applies to money market sweep fund holdings but not bank deposits. See *Important information about your statement* on the last two pages of this document for details.

	December 2019 ($)	Year to date ($)
Opening balances	**$2,777.98**	**$18,924.11**
Additions		
Deposits and other funds credited	6,400,000.00	12,900,000.00
Dividend and interest income	44,614.35	388,973.42
Proceeds from investment transactions	5,912,665.48	24,403,394.51
Total additions	**$12,357,279.83**	**$37,692,367.93**
Subtractions		
Other funds debited	-400,000.00	-8,327,702.30
Funds withdrawn for investments bought	-11,657,577.47	-29,081,109.40
Total subtractions	**-$12,057,577.47**	**-$37,408,811.70**
Net cash flow	**$299,702.36**	**$283,556.23**
Closing balances	**$302,480.34**	**$302,480.34**

Loan summary

Year to date late payment interest	-$366.06

UBS Bank USA Deposit Account APY

Interest period Nov 7 - Dec 5

Opening UBS Bank USA Deposit balance Nov 7	$0.00
Closing UBS Bank USA Deposit balance Dec 5	$4,360.68
Number of days in interest period	29
Average daily balance	$3,926.61
Interest earned	$0.11
Annual percentage yield earned	0.04%

Your investment objectives:

You have identified the following investment objectives for this account. If you have questions about these objectives, disagree with them, or wish to change them, please contact your Financial Advisor or Branch Manager. You can find a full description of the alternative investment objectives in *Important information about your statement* at the end of this document.

Your return objective:
Current income
Your risk profile:
Primary - Conservative
Investment eligibility consideration - None selected

Your account instructions

- Your account cost basis default closing method is FIFO, First In, First Out.

Your assets

Some prices, income and current values shown may be approximate. As a result, gains and losses may not be accurately reflected. See *Important information about your statement* at the end of this document for more information.

Cash

Cash and money balances

Cash and money balances may include available cash balances, UBS Bank USA deposit account balances, UBS FDIC Insured Program Bank Balances, UBS AG Stamford Branch deposit account balances and money market mutual fund sweep balances.

See the *Important information about your statement* at the end of this document for details about those balances.

UBS Bank USA and all UBS FDIC Insured Program Bank deposit account balances are insured by the FDIC within applicable limits, but are not protected by SIPC. UBS AG Stamford Branch deposit account balances are not insured by FDIC and are not protected by SIPC. Money market sweep balances are protected by SIPC but are not insured by the FDIC.

Holding	Opening balance on Dec 1 ($)	Closing balance on Dec 31 ($)	Price per share on Dec 31 ($)	Average rate	Dividend/Interest period	Days in period	Cap amount ($)
Cash	0.00	-1,059,403.96					
UBS BANK USA DEP ACCT	2,777.98	250,000.00					250,000.00
UBS BANK USA MMF YIELD	0.00	1,111,884.30					
Total	**$2,777.98**	**$302,480.34**					

Cash alternatives

Money market instruments

Holding	Trade date	Quantity	Purchase price ($)	Cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
KOREA DEVELOPMENT BK NY MATURES 01/27/20	Sep 23, 19	1,000,000.000	99.258	992,580.00	99.873	998,730.00	6,150.00	ST
BANCO SANTANDER SA/NY MATURES 03/23/20	Dec 10, 19	2,000,000.000	99.482	1,989,652.00	99.554	1,991,080.00	1,428.00	ST
Total		**$3,000,000.000**		**$2,982,232.00**		**$2,989,810.00**	**$7,578.00**	

Your assets ‣ **Cash alternatives** (continued)

Money market funds

Money market funds are neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Institutional prime and institutional municipal funds must float their net asset values (NAV) per share to the nearest 1/100th of a cent (e.g., $1.0000). Government and retail money market funds will continue to transact at a stable $1.00 net asset value. Although money market funds seek to preserve the value of your investment at $1.00 per share, it is possible to lose money by investing in these funds.

Total reinvested is the total of all reinvested dividends. It does not include any cash dividends. It is not a tax lot for the purposes of determining holding periods or cost basis. The shares you receive each time you reinvest dividends become a separate tax lot.

Cost basis is the total purchase cost of the security, including reinvested dividends. The cost basis may need to be adjusted for return of capital payments in order to determine the adjusted cost basis for tax reporting purposes.

Unrealized (tax) gain or loss is the difference between the current value and the cost basis and would generally be your taxable gain or loss if the security was sold on this date. The unrealized (tax) gain or loss may need to be adjusted for return of capital payments in order to determine the realized gain or loss for tax reporting purposes.

Investment return is the current value minus the amount you invested. It does not include shares that are not reflected on your statement, including shares that have been realized as either a gain or a loss. It also does not include cash dividends that were not reinvested.

Holding	Number of shares	Purchase price/ Average price per share ($)	Client investment ($)	Cost basis ($)	Price per share on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Investment return ($)	Holding period
UBS SELECT PRIME INSTITUTIONAL FUND	3,493,680.915				1.0001	3,494,030.28			
EAI: $58,344 Current yield: 1.67%									

Fixed income

Certificates of deposit and share certificates

Cost basis has been adjusted for accreted original issue discount (OID) on long-term (more than 1 year) CDs and share certificates. Cost basis has been adjusted automatically for amortization of premium using the constant yield method on long-term (more than 1 year) CDs and share certificates.

CDs are FDIC insured up to $250,000 in principal and accrued interest per depositor and per depository institution, in accordance with FDIC rules. Share certificates are NCUA insured up to $250,000 in principal and accrued interest per qualifying account and per credit union, in accordance with NCUA rules.

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
NEW YORK CMNTY BK NY US RATE 01.9000% MAT 01/21/2020 FIXED RATE CD ACCRUED INTEREST $1,326.35 CUSIP 649447SW0 EAI: $1,594 Current yield: 1.90%		245,000.000	---This information was unavailable---		100.016	245,039.20		
FIRST US BANK AL US RATE 01.8500% MAT 01/27/2020 FIXED RATE CD ACCRUED INTEREST $49.66 CUSIP 33744AAM1 EAI: $1,142 Current yield: 1.85%		245,000.000	---This information was unavailable---		100.017	245,041.65		

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Your assets ‣ **Fixed income** ‣ **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
SANTANDER BK NA DE US RATE 01.8000% MAT 03/18/2020 FIXED RATE CD ACCRUED INTEREST $1,256.55 CUSIP 80280JSR3 EAI: $2,199 Current yield: 1.80%		245,000.000	---This information was unavailable---		100.032	245,078.40		
NEEDHAM CO-OPERATI MA US RATE 01.8500% MAT 03/26/2020 FIXED RATE CD ACCRUED INTEREST $1,192.12 CUSIP 63983RBH1 EAI: $2,260 Current yield: 1.85%		245,000.000	---This information was unavailable---		100.045	245,110.25		
WEBBANK UT US RATE 01.8500% MAT 06/29/2020 FIXED RATE CD CALLABLE 01/28/2020 @ 100.0000 ACCRUED INTEREST $37.26 CUSIP 947547JP1 EAI: $2,266 Current yield: 1.85%	Jun 19, 17	245,000.000	100.000	245,000.00	100.016	245,039.20	39.20	LT
FLAGSTAR BK FSB MI US RATE 01.7500% MAT 07/21/2020 FIXED RATE CD ACCRUED INTEREST $1,914.69 CUSIP 33847EY76 EAI: $4,288 Current yield: 1.75%	Jul 11, 17	245,000.000	100.000	245,000.00	100.052	245,127.40	127.40	LT
WORLD'S FOREMOST B NE US RATE 02.3000% MAT 08/06/2020 FIXED RATE JUMBO CD ACCRUED INTEREST $315.06 CUSIP 9159919E5 EAI: $3,067 Current yield: 2.29%	Jul 28, 15	200,000.000	100.000	200,000.00	100.260	200,520.00	520.00	LT

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Your assets › **Fixed income** › **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
CAPITAL ONE NA VA US RATE 02.0500% MAT 12/29/2020 FIXED RATE CD ACCRUED INTEREST $27.51 CUSIP 14042RFE6 EAI: $5,023 Current yield: 2.04%	Dec 22, 16	245,000.000	100.000	245,000.00	100.385	245,943.25	943.25	LT
CAPITAL ONE BANK N VA US RATE 02.0500% MAT 12/29/2020 FIXED RATE CD ACCRUED INTEREST $27.51 CUSIP 140420S43 EAI: $5,023 Current yield: 2.04%	Dec 22, 16	245,000.000	100.000	245,000.00	100.385	245,943.25	943.25	LT
SYNCHRONY BK UT US RATE 02.1000% MAT 12/09/2021 FIXED RATE CD ACCRUED INTEREST $310.12 CUSIP 87164XPB6 EAI: $5,145 Current yield: 2.08%	Dec 06, 16	245,000.000	100.000	245,000.00	100.747	246,830.15	1,830.15	LT
SALLIE MAE BK UT US RATE 02.3500% MAT 03/22/2022 FIXED RATE CD ACCRUED INTEREST $1,545.21 CUSIP 795450ZW8 EAI: $5,640 Current yield: 2.32%	Mar 15, 17	240,000.000	100.000	240,000.00	101.333	243,199.20	3,199.20	LT
PRIVATEBANK & TR IL US RATE 02.0000% MAT 05/05/2022 FIXED RATE CD ACCRUED INTEREST $751.78 CUSIP 74267GVX2 EAI: $4,900 Current yield: 1.99%	Dec 10, 18	245,000.000	96.000	235,200.00	100.571	246,398.95	11,198.95	LT
COMENITY BANK DE US RATE 02.4000% MAT 06/21/2022 FIXED RATE JUMBO CD ACCRUED INTEREST $368.22 CUSIP 981996RH6 EAI: $4,800 Current yield: 2.38%	Jun 16, 17	200,000.000	100.000	200,000.00	100.712	201,424.00	1,424.00	LT

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Your assets › **Fixed income** › **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
NATIONAL BK WI US RATE 02.1500% MAT 06/27/2022 FIXED RATE CD CALLABLE 01/27/2020 @ 100.0000 ACCRUED INTEREST $57.72 CUSIP 633368EK7 EAI: $5,268 Current yield: 2.15%	Jun 21, 17	245,000.000	100.000	245,000.00	100.037	245,090.65	90.65	LT
BARCLAYS BK DE US RATE 02.2000% MAT 07/19/2022 FIXED RATE CD ACCRUED INTEREST $2,436.57 CUSIP 06740KKJ5 EAI: $5,390 Current yield: 2.18%	Jul 11, 17	245,000.000	100.000	245,000.00	101.057	247,589.65	2,589.65	LT
ALLY BK SANDY UT US RATE 01.8500% MAT 08/29/2022 FIXED RATE CD ACCRUED INTEREST $1,539.80 CUSIP 02007GLJ0 EAI: $4,533 Current yield: 1.85%	Aug 27, 19	245,000.000	100.000	245,000.00	100.161	245,394.45	394.45	ST
BMW BK OF NA NA UT US RATE 01.8000% MAT 11/22/2022 FIXED RATE CD ACCRUED INTEREST $471.20 CUSIP 05580ATC8 EAI: $4,410 Current yield: 1.80%	Nov 19, 19	245,000.000	100.000	245,000.00	99.958	244,897.10	-102.90	ST
WELLS FARGO NATL B NV US RATE 01.8000% MAT 12/13/2022 FIXED RATE CD ACCRUED INTEREST $217.48 CUSIP 949495AA3 EAI: $4,410 Current yield: 1.80%		245,000.000	---This information was unavailable---		99.939	244,850.55		

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Your assets ‣ **Fixed income** ‣ **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
MERCANTIL COMM BAN NJ US RATE 02.3000% MAT 12/16/2022 FIXED RATE CD ACCRUED INTEREST $231.57 CUSIP 58733ADQ9 EAI: $5,635 Current yield: 2.27%	Dec 06, 16	245,000.000	100.000	245,000.00	101.373	248,363.85	3,363.85	LT
MEDALLION BK UT US RATE 03.3000% MAT 12/19/2022 FIXED RATE CD ACCRUED INTEREST $287.94 CUSIP 58404DCZ2 EAI: $8,085 Current yield: 3.16%	Dec 04, 18	245,000.000	100.000	245,000.00	104.266	255,451.70	10,451.70	LT
MERRICK BK UT US RATE 03.4000% MAT 01/20/2023 FIXED RATE CD ACCRUED INTEREST $251.05 CUSIP 59013J4X4 EAI: $8,330 Current yield: 3.25%	Nov 15, 18	245,000.000	100.000	245,000.00	104.669	256,439.05	11,439.05	LT
DISCOVER BANK DE US RATE 03.3000% MAT 10/03/2023 FIXED RATE CD ACCRUED INTEREST $1,971.41 CUSIP 254673UL8 EAI: $8,085 Current yield: 3.13%	Sep 25, 18	245,000.000	100.000	245,000.00	105.295	257,972.75	12,972.75	LT
GOLDMAN SACHS BANK NY US RATE 03.5500% MAT 11/21/2023 FIXED RATE CD ACCRUED INTEREST $953.14 CUSIP 38148P2H9 EAI: $8,698 Current yield: 3.34%	Nov 15, 18	245,000.000	100.000	245,000.00	106.406	260,694.70	15,694.70	LT
CITIBANK, NA DE US RATE 03.5500% MAT 11/24/2023 FIXED RATE CD ACCRUED INTEREST $905.49 CUSIP 17312QW47 EAI: $8,698 Current yield: 3.34%	Nov 15, 18	245,000.000	100.000	245,000.00	106.419	260,726.55	15,726.55	LT

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Your assets › **Fixed income** › **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
MORGAN STANLEY PRV NY US RATE 03.5500% MAT 11/24/2023 FIXED RATE CD ACCRUED INTEREST $905.49 CUSIP 61760ASL4 EAI: $8,698 Current yield: 3.34%	Nov 15, 18	245,000.000	100.000	245,000.00	106.419	260,726.55	15,726.55	LT
MORGAN STANLEY BK UT US RATE 03.5500% MAT 11/24/2023 FIXED RATE CD ACCRUED INTEREST $905.49 CUSIP 61690UBN9 EAI: $8,698 Current yield: 3.34%	Nov 15, 18	245,000.000	100.000	245,000.00	106.419	260,726.55	15,726.55	LT
AMER EXPRESS NATL UT US RATE 03.5500% MAT 12/04/2023 FIXED RATE CD ACCRUED INTEREST $643.37 CUSIP 02589AA28 EAI: $8,698 Current yield: 3.33%	Nov 26, 18	245,000.000	100.000	245,000.00	106.466	260,841.70	15,841.70	LT
WELLS FARGO BK NA SD US RATE 03.5500% MAT 12/14/2023 FIXED RATE CD ACCRUED INTEREST $405.08 CUSIP 949763VU7 EAI: $8,698 Current yield: 3.36%	Dec 04, 18	245,000.000	100.000	245,000.00	105.590	258,695.50	13,695.50	LT
JPMORGAN CHASE BK OH US RATE 02.5500% MAT 06/28/2024 FIXED RATE CD CALLABLE 06/28/2020 @ 100.0000 ACCRUED INTEREST $51.35 CUSIP 48128HG77 EAI: $6,248 Current yield: 2.54%	Jun 17, 19	245,000.000	100.000	245,000.00	100.423	246,036.35	1,036.35	ST

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Your assets ‣ **Fixed income** ‣ **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
SILVERGATE BANK CA US RATE 02.3000% MAT 07/31/2024 FIXED RATE CD CALLABLE 12/31/2019 @ 100.0000 CUSIP 828373GX2 EAI: $5,635 Current yield: 2.30%	Jul 03, 19	245,000.000	100.000	245,000.00	100.054	245,132.30	132.30	ST
FIRST NATL BK TX US RATE 01.9500% MAT 08/29/2024 FIXED RATE CD ACCRUED INTEREST $26.16 CUSIP 32112UDB4 EAI: $4,778 Current yield: 1.95%	Aug 21, 19	245,000.000	100.000	245,000.00	100.024	245,058.80	58.80	ST
JONESBORO ST BK LA US RATE 02.0500% MAT 09/16/2024 FIXED RATE CD CALLABLE 01/16/2020 @ 100.0000 ACCRUED INTEREST $206.41 CUSIP 48040PFB6 EAI: $5,023 Current yield: 2.05%	Aug 29, 19	245,000.000	100.000	245,000.00	100.017	245,041.65	41.65	ST
WYOMING BK & TR WY US RATE 01.9000% MAT 09/18/2024 FIXED RATE CD CALLABLE 01/18/2020 @ 100.0000 ACCRUED INTEREST $165.79 CUSIP 98321PAF7 EAI: $4,655 Current yield: 1.90%	Aug 28, 19	245,000.000	100.000	245,000.00	99.923	244,811.35	-188.65	ST
HSBC BANK USA NA VA US RATE 02.0000% MAT 09/23/2024 FIXED RATE CD CALLABLE 09/23/2020 @ 100.0000 ACCRUED INTEREST $1,329.05 CUSIP 44329MAX1 EAI: $4,900 Current yield: 1.99%	Sep 16, 19	245,000.000	100.000	245,000.00	100.257	245,629.65	629.65	ST

continued next page

Your assets › **Fixed income** › **Certificates of deposit and share certificates** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price ($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
ENERBANK UT US RATE 02.0000% MAT 09/27/2024 FIXED RATE CD ACCRUED INTEREST $53.70 CUSIP 29278TLX6 EAI: $4,900 Current yield: 1.99%	Sep 17, 19	245,000.000	100.000	245,000.00	100.357	245,874.65	874.65	ST
STATE BK INDIA NY US RATE 02.0500% MAT 11/27/2024 FIXED RATE CD ACCRUED INTEREST $467.85 CUSIP 856285RS2 EAI: $5,023 Current yield: 2.04%	Nov 12, 19	245,000.000	100.000	245,000.00	100.514	246,259.30	1,259.30	ST
FIRST UTD BK & TR NY US RATE 02.3500% MAT 08/31/2026 FIXED RATE CD CALLABLE 02/28/2020 @ 100.0000 CUSIP 33742CAP2 EAI: $5,758 Current yield: 2.35%	Aug 16, 19	245,000.000	100.000	245,000.00	100.130	245,318.50	318.50	ST
Total		**$8,970,000.000**		**$7,735,200.00**		**$9,118,318.75**	**$157,998.70**	

Total accrued interest: $23,605.15

Total estimated annual income: $200,601

Your assets ‣ **Fixed income** (continued)

Municipal securities

Prices are obtained from independent quotation bureaus that use computerized valuation formulas to calculate current values. Actual market values may vary and thus gains/losses may not be accurately reflected. Cost basis has been automatically adjusted for mandatory amortization of bond premium on coupon tax-exempt municipal securities using the constant yield method and for accreted original issue discount for securities issued at a discount. When original cost basis is displayed, amortization has been done using the constant yield method, otherwise amortization has been done using the straight line method.

Holding	Trade date	Total face value at maturity ($)	Purchase price($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
BERKELEY CNTY SC SCH TAX SR C BE/R/ RATE 02.350% MATURES 03/01/23 ACCRUED INTEREST $1,879.99 CUSIP 084203WV6 Moody: Aa1 S&P: AA EAI: $5,640 Current yield: 2.32% Original cost basis: $242,767.20	Oct 02, 17	240,000.000	100.690	241,656.45	101.254	243,009.60	1,353.15	LT
NEW YORK NY CITY TRANSI TAX A-2 RV BE/R/ RATE 01.850% MATURES 05/01/23 ACCRUED INTEREST $1,541.65 CUSIP 64971WJ43 Moody: Aa1 S&P: AAA EAI: $9,250 Current yield: 1.86%	Jun 16, 17	500,000.000	97.814	489,070.00	99.407	497,035.00	7,965.00	LT
UNIV KY GEN RCPTS RV TAX SR B OID99.123 BE/R/ RATE 02.500% MATURES 04/01/24 ACCRUED INTEREST $2,500.00 CUSIP 914378KW3 Moody: Aa2 S&P: AA EAI: $10,000 Current yield: 2.47%	Feb 23, 17	400,000.000	99.505	398,020.00	101.234	404,936.00	6,916.00	LT
LEXINGTON-FAYETTE URBAN TAX SR B BE/R/ RATE 02.500% MATURES 06/01/25 ACCRUED INTEREST $499.99 CUSIP 52908EM83 Moody: Aa2 S&P: AA EAI: $6,000 Current yield: 2.48% Original cost basis: $241,231.20	Sep 21, 17	240,000.000	100.371	240,891.84	100.948	242,275.20	1,383.36	LT

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Your assets ‣ **Fixed income** ‣ **Municipal securities** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
NEW YORK NY CITY TRANSI TAX B-2 RV BE/R/ RATE 02.400% MATURES 08/01/25 ACCRUED INTEREST $4,250.00 CUSIP 64971WP61 Moody: Aa1 S&P: AAA EAI: $10,200 Current yield: 2.36% Original cost basis: $432,097.50	Nov 04, 19	425,000.000	101.626	431,912.29	101.654	432,029.50	117.21	ST
NEW YORK NY GO BDS TAX BE/R/ RATE 01.890% MATURES 10/01/25 DATED DATE 10/22/19 ACCRUED INTEREST $1,394.66 CUSIP 64966QEH9 Moody: Aa1 S&P: AA EAI: $7,277 Current yield: 1.93%	Nov 04, 19	385,000.000	99.260	382,151.00	97.771	376,418.35	-5,732.65	ST
WISC ST GEN FD APP 2003 TAX SR A RV BE/R/ RATE 02.383% MATURES 05/01/26 ACCRUED INTEREST $2,184.43 CUSIP 977100DC7 Moody: Aa2 S&P: AA- EAI: $13,107 Current yield: 2.36%	Aug 17, 17	550,000.000	97.600	536,800.00	100.905	554,977.50	18,177.50	LT
NEW YORK N Y TAX B-2 BE/R/ RATE 02.090% MATURES 10/01/27 DATED DATE 10/22/19 ACCRUED INTEREST $1,001.45 CUSIP 64966QEK2 Moody: Aa1 S&P: AA EAI: $5,225 Current yield: 2.15%	Nov 04, 19	250,000.000	98.846	247,115.00	97.141	242,852.50	-4,262.50	ST

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Your assets ‣ **Fixed income** ‣ **Municipal securities** (continued)

Holding	Trade date	Total face value at maturity ($)	Purchase price($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
TEXAS A&M UNIV PERM FD TAX RV BE/R/ RATE 02.260% MATURES 07/01/28 DATED DATE 12/17/19 ACCRUED INTEREST $439.45 CUSIP 8821176F6 Moody: Aaa S&P: AAA EAI: $11,300 Current yield: 2.29%	Dec 18, 19	500,000.000	99.691	498,455.00	98.687	493,435.00	-5,020.00	ST
UNIV OF AL AT BIR MINGHA TAX SR D RV BE/R/ RATE 02.350% MATURES 10/01/28 DATED DATE 11/06/19 ACCRUED INTEREST $2,154.18 CUSIP 914745GC2 Moody: Aa2 S&P: AA EAI: $14,100 Current yield: 2.39% Original cost basis: $602,382.00	Dec 11, 19	600,000.000	100.394	602,368.36	98.454	590,724.00	-11,644.36	ST
Total		**$4,090,000.000**		**$4,068,439.94**		**$4,077,692.65**	**$9,252.71**	

Total accrued interest: $17,845.80

Total estimated annual income: $92,099

Government securities

Prices are obtained from independent quotation bureaus that use computerized valuation formulas to calculate current values. Actual market values may vary and thus gains/losses may not be accurately reflected. Cost basis has been adjusted for accreted original issue discount (OID). Cost basis has been automatically adjusted for amortization of bond premium using the constant yield method. If you have made a tax election to deduct the premium amortization on taxable debt securities, you may request that UBS adjust cost basis for the bond premium amortization.

Holding	Trade date	Quantity	Purchase price ($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
FNMA NTS STEP-UP RATE 1.5000% MATURES 07/27/21 ACCRUED INTEREST $3,208.35 CUSIP 3136G3XT7 EAI: $7,500 Current yield: 1.50%	Jul 27, 16	500,000.000	100.000	500,000.00	99.731	498,655.00	-1,345.00	LT

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Your assets ‣ **Fixed income** ‣ **Government securities** (continued)

Holding	Trade date	Quantity	Purchase price ($)	Adjusted cost basis ($)	Price on Dec 31 ($)	Value on Dec 31 ($)	Unrealized gain or loss ($)	Holding period
FHLB BOND STEP-UP RATE 1.5000% MATURES 11/23/21 ACCRUED INTEREST $791.65 CUSIP 3130A9Z95 EAI: $7,500 Current yield: 1.51% Original cost basis: $495,760.00	Jun 19, 17	500,000.000	98.652	493,260.00	99.623	498,115.00	4,855.00	LT
FFCB BOND RATE 2.0500% MATURES 12/26/24 INTEREST EARNED FROM 12/26/19 1ST INTEREST PAYMENT 06/26/20 ACCRUED INTEREST $241.99 CUSIP 3133ELFB5 EAI: $17,425 Current yield: 2.05%		850,000.000	---This information was unavailable---		100.002	850,017.00		
FFCB BOND RATE 2.3700% MATURES 09/23/26 INTEREST EARNED FROM 09/23/19 1ST INTEREST PAYMENT 03/23/20 ACCRUED INTEREST $6,451.70 CUSIP 3133EKR24 EAI: $23,700 Current yield: 2.37% Original cost basis: $1,005,000.00	Sep 30, 19	1,000,000.000	100.483	1,004,832.01	100.141	1,001,410.00	-3,422.01	ST
FHLMC MED TERM NTS STEP RATE 2.2500% MATURES 10/27/28 ACCRUED INTEREST $2,000.00 CUSIP 3134GARR7 EAI: $11,250 Current yield: 2.27%	Nov 19, 18	500,000.000	92.800	464,000.00	99.249	496,245.00	32,245.00	LT
Total		**3,350,000.000**		**$2,462,092.01**		**$3,344,442.00**	**$32,332.99**	

Total accrued interest: $12,693.69

Total estimated annual income: $67,375

Your assets (continued)

Your total assets

		Value on Dec 31 ($)	Percentage of your account	Cost basis ($)	Estimated annual income ($)	Unrealized gain or loss ($)
Cash	**Cash and money balances**	**302,480.34**	**1.29%**	**302,480.34**		
Cash alternatives	Money market instruments	2,989,810.00		2,982,232.00		7,578.00
	* Money market funds	3,494,030.28			58,344.00	
	Total cash alternatives	**6,483,840.28**	**27.73%**	**2,982,232.00**	**58,344.00**	**7,578.00**
Fixed income	* Certificates of deposits and share certificates	9,118,318.75		7,735,200.00	200,601.00	157,998.70
	Municipal securities	4,077,692.65		4,068,439.94	92,099.00	9,252.71
	* Government securities	3,344,442.00		2,462,092.01	67,375.00	32,332.99
	Total accrued interest	54,144.64				
	Total fixed income	**16,594,598.04**	**70.98%**	**14,265,731.95**	**360,075.00**	**199,584.40**
Total		**$23,380,918.66**	**100.00%**	**$17,550,444.29**	**$418,419.00**	**$207,162.40**

* Missing cost basis information.

Account activity this month

	Date	Activity	Description	Amount ($)
Deposits and other funds credited	Dec 3	Deposit	FEDERAL FUNDS DEPOSIT BY CITY OF WEST ST PAUL AT OLNAUS44	6,400,000.00
	Total deposits and other funds credited			**$6,400,000.00**

	Date	Activity	Description	Amount ($)
Dividend and interest income				
Taxable dividends	Dec 11	St Cap Gain	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	4.15
	Dec 31	Dividend	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	5,163.05
	Total taxable dividends			**$5,167.20**
Taxable interest	Dec 2	Interest	SILVERGATE BANK CA US RT 02.3000% MAT 07/31/24FIXED RATE CD PAID ON 245000 AS OF 11/30/19 CUSIP: 828373GX2	463.15
	Dec 2	Interest	FIRST UTD BK & TR NY US RT 02.3500% MAT 08/31/26FIXED RATE CD PAID ON 245000 AS OF 11/30/19 CUSIP: 33742CAP2	488.99

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Account activity this month (continued)

	Date	Activity	Description	Amount ($)
Dividend and interest income (continued)				
Taxable interest (continued)	Dec 2	Interest	LEXINGTON-FAYETTE URBAN TAX SR B BE/R/2.500 060125 DTD 092717 PAID ON 240000 AS OF 12/01/19 CUSIP: 52908EM83	3,000.00
	Dec 3	Interest	COMENITY BANK DE US RT 02.4000% MAT 06/21/22FIXED RATE JUMBO CD PAID ON 200000 CUSIP: 981996RH6	394.52
	Dec 4	Interest	AMER EXPRESS NATL UT US RT 03.5500% MAT 12/04/23FIXED RATE CD PAID ON 245000 CUSIP: 02589AA28	4,360.66
	Dec 6	Interest	FHLMC NTS 02.150 % DUE 090622DTD 090619 FC 03062020 CUSIP: 3134GT4Q3	1,343.75
	Dec 6	Interest	UBS BANK USA DEPOSIT ACCOUNT AS OF 12/05/19	0.02
	Dec 6	Interest	WORLD'S FOREMOST B NE US RT 02.3000% MAT 08/06/20FIXED RATE JUMBO CD PAID ON 200000 CUSIP: 9159919E5	378.08
	Dec 9	Interest	SYNCHRONY BK UT US RT 02.1000% MAT 12/09/21FIXED RATE CD PAID ON 245000 CUSIP: 87164XPB6	2,579.55
	Dec 16	Interest	WELLS FARGO BK NA SD US RT 03.5500% MAT 12/14/23FIXED RATE CD PAID ON 245000 AS OF 12/14/19 CUSIP: 949763VU7	714.86
	Dec 16	Interest	WEST TOWN B&T IL US RT 03.5000% MAT 06/14/24FIXED RATE CD PAID ON 245000 AS OF 12/14/19 CUSIP: 956310AN6	704.79
	Dec 16	Interest	MERCANTIL COMM BAN NJ US RT 02.3000% MAT 12/16/22FIXED RATE CD PAID ON 245000 CUSIP: 58733ADQ9	2,825.22
	Dec 16	Interest	JONESBORO ST BK LA US RT 02.0500% MAT 09/16/24FIXED RATE CD PAID ON 245000 CUSIP: 48040PFB6	412.81
	Dec 18	Interest	MEDALLION BK UT US RT 03.3000% MAT 12/19/22FIXED RATE CD PAID ON 245000 CUSIP: 58404DCZ2	664.52
	Dec 18	Interest	WYOMING BK & TR WY US RT 01.9000% MAT 09/18/24FIXED RATE CD PAID ON 245000 CUSIP: 98321PAF7	382.60

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Account activity this month (continued)

	Date	Activity	Description	Amount ($)
Dividend and interest income (continued)				
Taxable interest (continued)	Dec 20	Interest	UBS BANK USA MMF YIELD ACCOUNT	0.19
	Dec 20	Interest	UBS BANK USA DEPOSIT ACCOUNT	0.73
	Dec 20	Interest	MERRICK BK UT US RT 03.4000% MAT 01/20/23FIXED RATE CD PAID ON 245000 CUSIP: 59013J4X4	684.66
	Dec 27	Interest	CELTIC BK UT US RT 03.5500% MAT 12/27/23FIXED RATE CD PAID ON 245000 CUSIP: 15118RQL4	714.86
	Dec 27	Interest	NATIONAL BK WI US RT 02.1500% MAT 06/27/22FIXED RATE CD PAID ON 245000 CUSIP: 633368EK7	432.95
	Dec 27	Interest	ENERBANK UT US RT 02.0000% MAT 09/27/24FIXED RATE CD PAID ON 245000 CUSIP: 29278TLX6	402.74
	Dec 27	Interest	FIRST US BANK AL US RT 01.8500% MAT 01/27/20FIXED RATE CD PAID ON 245000 CUSIP: 33744AAM1	372.53
	Dec 30	Interest	FHLMC NTS STEP UP CALL 02.000 % DUE 062922DTD 062917 FC 12292017 AS OF 12/29/19 CUSIP: 3134GBTZ5	8,500.00
	Dec 30	Interest	CAPITAL ONE NA VA US RT 02.0500% MAT 12/29/20FIXED RATE CD PAID ON 245000 AS OF 12/29/19 CUSIP: 14042RFE6	2,518.13
	Dec 30	Interest	CAPITAL ONE BANK N VA US RT 02.0500% MAT 12/29/20FIXED RATE CD PAID ON 245000 AS OF 12/29/19 CUSIP: 140420S43	2,518.13
	Dec 30	Interest	JPMORGAN CHASE BK OH US RT 02.5500% MAT 06/28/24FIXED RATE CD PAID ON 245000 AS OF 12/28/19 CUSIP: 48128HG77	3,132.31
	Dec 30	Interest	FIRST UTD BK & TR NY US RT 02.3500% MAT 08/31/26FIXED RATE CD PAID ON 245000 CUSIP: 33742CAP2	473.22
	Dec 30	Interest	WEBBANK UT US RT 01.8500% MAT 06/29/20FIXED RATE CD PAID ON 245000 AS OF 12/28/19 CUSIP: 947547JP1	372.53

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Account activity this month (continued)

	Date	Activity	Description	Amount ($)
Dividend and interest income (continued)				
Taxable interest (continued)	Dec 30	Interest	TBK BANK, SSB TX US RT 02.1000% MAT 09/29/21FIXED RATE CD PAID ON 245000 AS OF 12/29/19 CUSIP: 87219RBN3	1,282.73
	Dec 30	Interest	SILVERGATE BANK CA US RT 02.3000% MAT 07/31/24FIXED RATE CD PAID ON 245000 CUSIP: 828373GX2	478.59
	Dec 31	Interest	FIRST NATL BK TX US RT 01.9500% MAT 08/29/24FIXED RATE CD PAID ON 245000 AS OF 12/29/19 CUSIP: 32112UDB4	392.67
	Total accrued interest paid			**-$1,543.34**
	Total taxable interest			**$39,447.15**
	Total dividend and interest income			**$44,614.35**

	Date	Activity	Description	Amount ($)
Other funds debited	Dec 18	Withdrawal	FEDERAL FUNDS TO City of West Saint Paul AT OLD NATIONAL BANK	-400,000.00
	Total other funds debited			**-$400,000.00**

Investment transactions

For more information about the price/value shown for restricted securities, see *Important information about your statement* at the end of this document.

Date	Activity	Description	Quantity	Value ($)	Price ($)	Proceeds from investment transactions ($)	Funds withdrawn for investments bought ($)	Accrued interest ($)
Dec 4	Bought	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	6,405,843.471				-6,407,124.64	
Dec 6	Call Redemption	FHLMC NTS 02.150 % DUE 090622 DTD 090619 FC 03062020 CUSIP: 3134GT4Q3	-250,000.000			250,000.00		
Dec 10	Bought	BANCO SANTANDER SA/NY DUE 03/23/20 PRINCIPAL PURCHASE DISC 1.7910 10928 FEDERAL FUNDS YTM = 1.800 CUSIP: 05971RCP7	2,000,000.000		99.4826000		-1,989,652.00	
Dec 10	Sold	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	-1,730,643.811			1,730,989.94		

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Account activity this month (continued)

Investment transactions (continued)

Date	Activity	Description	Quantity	Value ($)	Price ($)	Proceeds from investment transactions ($)	Funds withdrawn for investments bought ($)	Accrued interest ($)
Dec 11	Reinvestment	UBS SELECT PRIME INSTITUTIONAL FUND SHORT TERM CAPITAL GAIN AT 1.00 NAV ON 12/11/19 SYMBOL: SELXX	4.149				-4.15	
Dec 13	Receive Dtc	WELLS FARGO NATL B NV US RT 01.8000% MAT 12/13/22 FIXED RATE CD CUSIP: 949495AA3	245,000.000	244,899.55			-245,000.00	
Dec 13	Sold	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	-848,746.295			848,831.17		
Dec 13	Bought	UNIV OF AL AT BIR MINGHA TAX SR D RV BE/R/ 2.350 100128 DTD 110619 2.300% YIELD TO MATURITY CUSIP: 914745GC2	600,000.000		100.3970000		-602,382.00	-1,449.17
Dec 18	Call Redemption	WEST TOWN B&T IL US RT 03.5000% MAT 06/14/24 FIXED RATE CD AS OF 12/14/19 CUSIP: 956310AN6	-245,000.000			245,000.00		
Dec 18	Sold	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	-399,960.004			400,000.00		
Dec 20	Sold	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	-247,819.588			247,844.37		
Dec 20	Bought	TEXAS A&M UNIV PERM FD TAX RV BE/R/ 2.260 070128 DTD 120119 2.300% YIELD TO MATURITY CUSIP: 8821176F6	500,000.000		99.6910000		-498,455.00	-94.17
Dec 23	Sold	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	-849,915.008			850,000.00		
Dec 26	Receive	FFCB BOND 02.050 % DUE 122624 DTD 122619 FC 06262020 CUSIP: 3133ELFB5	850,000.000	848,742.00			-850,000.00	
Dec 27	Call Redemption	CELTIC BK UT US RT 03.5500% MAT 12/27/23 FIXED RATE CD CUSIP: 15118RQL4	-245,000.000			245,000.00		
Dec 30	Call Redemption	FHLMC NTS STEP UP CALL 02.000 % DUE 062922 DTD 062917 FC 12292017 AS OF 12/29/19 CUSIP: 3134GBTZ5	-850,000.000			850,000.00		

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Account activity this month (continued)

Investment transactions (continued)

Date	Activity	Description	Quantity	Value ($)	Price ($)	Proceeds from investment transactions ($)	Funds withdrawn for investments bought ($)	Accrued interest ($)
Dec 30	Call Redemption	TBK BANK, SSB TX US RT 02.1000% MAT 09/29/21 FIXED RATE CD AS OF 12/29/19 CUSIP: 87219RBN3	-245,000.000			245,000.00		
Dec 31	Reinvestment	UBS SELECT PRIME INSTITUTIONAL FUND DIVIDEND REINVESTED AT 1.00 NAV ON 12/31/19 SYMBOL: SELXX	5,162.534				-5,163.05	
Dec 31	Bought	UBS SELECT PRIME INSTITUTIONAL FUND SYMBOL: SELXX	1,059,690.661				-1,059,796.63	
Total						**$5,912,665.48**	**-$11,657,577.47**	**-$1,543.34**

	Date	Activity	Description	Amount ($)
Money balance activities	**Nov 29**	**Balance forward**		**$2,777.98**
	Dec 3	Deposit	UBS BANK USA DEPOSIT ACCOUNT	3,952.14
	Dec 4	Deposit	UBS BANK USA DEPOSIT ACCOUNT	243,269.88
	Dec 5	Withdrawal	UBS BANK USA DEPOSIT ACCOUNT AS OF 12/04/19	-245,639.34
	Dec 6	Deposit	UBS BANK USA DEPOSIT ACCOUNT AS OF 12/05/19	0.02
	Dec 9	Deposit	UBS BANK USA DEPOSIT ACCOUNT	245,639.32
	Dec 11	Withdrawal	UBS BANK USA DEPOSIT ACCOUNT AS OF 12/10/19	-250,000.00
	Dec 17	Deposit	UBS BANK USA DEPOSIT ACCOUNT	4,657.68
	Dec 19	Deposit	UBS BANK USA DEPOSIT ACCOUNT	245,342.32
	Dec 20	Withdrawal	UBS BANK USA DEPOSIT ACCOUNT	-250,000.00
	Dec 23	Deposit	UBS BANK USA DEPOSIT ACCOUNT	685.58
	Dec 24	Deposit	UBS BANK USA DEPOSIT ACCOUNT	249,314.42
	Dec 27	Withdrawal	UBS BANK USA DEPOSIT ACCOUNT AS OF 12/26/19	-249,314.42
	Dec 30	Deposit	UBS BANK USA DEPOSIT ACCOUNT	246,923.08
	Dec 31	Deposit	UBS BANK USA DEPOSIT ACCOUNT	2,391.34
	Dec 31	**Closing UBS Bank USA Deposit Account**		**$250,000.00**
	Nov 29	**Balance forward**		**$0.00**
	Dec 4	Deposit	UBS BANK USA MMF YIELD ACCOUNT	6,157,124.64
	Dec 5	Withdrawal	UBS BANK USA MMF YIELD ACCOUNT AS OF 12/04/19	-6,157,124.64
	Dec 9	Deposit	UBS BANK USA MMF YIELD ACCOUNT	6,082.51

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Account activity this month (continued)

	Date	Activity	Description	Amount ($)
Money balance activities (continued)	Dec 10	Deposit	UBS BANK USA MMF YIELD ACCOUNT	2,579.55
	Dec 11	Withdrawal	UBS BANK USA MMF YIELD ACCOUNT AS OF 12/10/19	-8,662.06
	Dec 19	Deposit	UBS BANK USA MMF YIELD ACCOUNT	704.80
	Dec 20	Withdrawal	UBS BANK USA MMF YIELD ACCOUNT	-704.80
	Dec 24	Deposit	UBS BANK USA MMF YIELD ACCOUNT	600,685.58
	Dec 27	Withdrawal	UBS BANK USA MMF YIELD ACCOUNT AS OF 12/26/19	-600,685.58
	Dec 31	Deposit	UBS BANK USA MMF YIELD ACCOUNT	1,111,884.30
	Dec 31	**Closing UBS Bank USA MMF Yield Account**		**$1,111,884.30**

Unsettled transaction activity

The following transaction(s) are pending settlement.

Trade date	Settlement date	Activity	Description	Quantity	Price / Value ($)	Amount ($)
Dec 31, 19	Jan 03, 20	Bought	PEMBROKE RESOURCES CORP TAX RV BE/R/ 2.500 070127 DTD 110719 2.400% YIELD TO MATURITY ACCRUED INT PAID $41.67	300,000.000	100.6820000	-302,087.67
Total pending investments purchased						**-$302,087.67**

Realized gains and losses

The estimated realized gains and losses shown below are not for tax purposes. Please note that gain or loss recognized on the sale or redemption of certain Structured Products, like Contingent Debt Securities, may be ordinary, and not capital, gain or loss. Please check with your tax advisor. To calculate gains and losses, we liquidate the oldest security lot first. This is known as the first-in, first-out or FIFO accounting method. We use this method unless you specified which tax lot to close when you placed your order. This is known as a versus purchases or VSP order. See *Important information about your statement* at the end of this document for more information. We may not adjust gains and losses for all capital changes. We automatically adjust cost basis for tax-exempt and AMT coupon municipal securities for estimated amortization of bond premiums and for accreted OID for securities issued at a discount. If you requested that UBS adjust cost basis for the bond premium amortization on taxable debt securities then cost basis reflected for these securities has been adjusted. Estimates in the *Unclassified* section can not be classified as short term or long term because information is missing, or the product is one in which the gain/loss calculation is not provided.

Long-term capital gains and losses

Security description	Method	Quantity or face value	Purchase date	Sale date	Sale amount ($)	Cost basis ($)	Wash sale cost basis adjustment($)	Loss ($)	Gain ($)
CELTIC BK UT US RT 03.5500% MAT 12/27/23 FIXED RATE CD	FIFO	245,000.000	Dec 04, 18	Dec 27, 19	245,000.00	245,000.00			

continued next page

Realized gains and losses (continued)

Long-term capital gains and losses (continued)

Security description	Method	Quantity or face value	Purchase date	Sale date	Sale amount ($)	Cost basis ($)	Wash sale cost basis adjustment($)	Loss ($)	Gain ($)
FHLMC NTS STEP UP CALL 02.000 % DUE 062922 DTD 062917 FC 12292017	FIFO	500,000.000	Jun 13, 17	Dec 29, 19	500,000.00	500,000.00			
	FIFO	350,000.000	Jun 21, 17	Dec 29, 19	350,000.00	350,000.00			
TBK BANK, SSB TX US RT 02.1000% MAT 09/29/21 FIXED RATE CD	FIFO	245,000.000	Sep 29, 17	Dec 29, 19	245,000.00	245,000.00			
WEST TOWN B&T IL US RT 03.5000% MAT 06/14/24 FIXED RATE CD	FIFO	245,000.000	Dec 04, 18	Dec 14, 19	245,000.00	245,000.00			
Total					**$1,585,000.00**	**$1,585,000.00**			
Net long-term capital gains or losses									**$0.00**
Net capital gains/losses:									**$0.00**

Gains and losses not calculated

Security description	Method	Quantity or face value	Purchase date	Sale date	Sale amount ($)	Cost basis ($)	Wash sale cost basis adjustment($)	Loss ($)	Gain ($)
FHLMC NTS 02.150 % DUE 090622 DTD 090619 FC 03062020	FIFO	250,000.000		Dec 06, 19	250,000.00	0.00		---This information was unavailable---	

Summary of approved payees and recurring payments

Based on your instructions, the following payees and recurring payments are considered "approved payees". As a result, (1) you may authorize additional transfers to these payees verbally and (2) you are no longer receiving individual confirmations for payments to these payees.

The payees and recurring payments listed below do not include Bill Payments, Electronic Funds Transfers and certain other transfers between accounts at UBS. If you have additional payees and/or recurring instructions on file, you will receive separate confirmations from your Financial Advisor.

To update or cancel any of these instructions, please contact your Financial Advisor.

Payee description	Amount ($)	Disbursement method	Type/Event	Frequency	Start date	End date	Last used date
City of West Saint Paul Custody Account Attn: Joan Carlson							
OLD NATIONAL BANK	varied	Federal Funds	Payee on file	Upon request	n/a	n/a	Dec 18, 19

UBS

Your notes

Important information about your statement

UBS Financial Services Inc. (the Firm or UBS Financial Services), is a member of all principal security, commodity and options exchanges. UBS Financial Services and UBS Bank USA are indirect subsidiaries of UBS AG and affiliates of UBS Securities LLC. The Firm's financial statement is available upon request. The Firm's executive offices are at:

UBS Financial Services Inc.
1200 Harbor Boulevard
Weehawken, NJ 07086

This statement represents the only official record of your UBS Financial Services account. Other records, except official tax documents, containing conflicting data should not be relied upon. If you believe there is an error or omission, please report it immediately in writing to the Branch Manager of the office serving your account.

Although all figures shown are intended to be accurate, statement data should not be used for tax purposes. Rely solely on year-end tax forms, (i.e., Form 1099, 5498, 1042S, etc.) when preparing your tax return. The Firm is required by law to report to the IRS all taxable dividends, reportable non-taxable dividends and taxable interest earned on securities held in your account, net proceeds on sale transactions, and cost basis on certain covered securities.

Communications with the Firm

- Please re-confirm any oral communications in writing to further protect your rights, including your rights under the Securities Investor Protection Act (SIPA).
- If the financial institution on the top left of the front of this statement is not UBS Financial Services, UBS Financial Services carries your account as clearing broker by arrangement with the indicated institution. We informed you of this relationship when you opened this account. In this case, your funds and securities are located at UBS Financial Services and not the introducing broker, and you must make a report of any error or omission to **both** firms.
- As described in the account agreements, you must notify us of any errors or fraud involving checks reflected on your statement within 30 days after it was mailed or made available.
- Please direct customer complaints or inquiries to the Firm's Client Relations Department at 201-352-1699 or toll-free at 800-354-9103, 8:00 A.M. to 6:00 P.M. ET Monday through Friday, or in writing to UBS Financial Services Inc., Client Relations Department, P.O. Box 766 Union City, NJ 07087.
- All statements shall be deemed complete and accurate if not objected to in writing within 60 days.
- For TTY services: Call 844-612-0986 or from outside the U.S.: Call 201-352-1495
- In case of errors or questions about an electronic funds transfer (EFT), bill payment or UBS Visa® debit card transactions, call 800-762-1000, or write to UBS Financial Services Inc., 1000 Harbor Blvd., 6th floor, Weehawken, NJ 07086, Attn: RMA/BSA Services.

  Call or write as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. The Firm or Card Issuer (as applicable) must hear from you no later than 60 days after the Firm sent you the first statement on which the error or problem appeared.
  - Provide your name and account number (if any).
  - Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
  - Provide the dollar amount of the suspected error.

The Firm or Card Issuer will investigate your complaint and will correct any error promptly. For alleged errors involving UBS Visa® debit card transactions, if we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

Please make all checks payable to the Firm or the financial institution indicated on the front of this statement. In addition to regular account fees, accounts may be subject to maintenance fees, charges for late payment for securities purchases and charges for unpaid amounts in cash accounts. Accounts that are transferred to other institutions may be subject to a transfer fee.

UBS Sweep Options

UBS offers options for sweeping cash balances to bank deposit accounts at non-affiliated banks and affiliated banks and money market mutual funds (Money Funds). Deposit accounts at UBS Bank USA and non-affiliated banks participating in the UBS FDIC-Insured Deposit Program are FDIC-insured in accordance with FDIC rules. For more information, please visit www.fdic.gov. Deposit accounts at UBS AG Stamford Branch and shares of Money Funds are not insured by the FDIC.

Bank deposits are not protected by SIPC. Money Fund shares are protected by SIPC. See "UBS Financial Services Account Protection" below.

Upon your request, balances in the bank deposits may be withdrawn, and shares of a Money Fund may be liquidated, and the proceeds returned to you or your securities account.

Further information about available sweep options, including current interest rates and yields, is available at www.ubs.com/sweepyields, from your Financial Advisor or by calling 800-762-1000.

UBS Financial Services account protection

The Firm is a member of the Securities Investor Protection Corporation (SIPC), which protects securities customers of its members up to $500,000 (including $250,000 for claims for cash). Explanatory brochure available upon request or at *www.sipc.org*. The SIPC asset protection limits apply to all accounts that you hold in a particular capacity.
The Firm, together with certain affiliates, has also purchased supplemental insurance. The maximum amount payable to all eligible clients, collectively under this protection is $500 million as of December 10, 2016. Subject to the policy conditions and limitations, cash at the Firm is further protected for up to $1.9 million in the aggregate for all your accounts held in a particular capacity. A full copy of the policy wording is available upon request.

Neither the SIPC protection nor the supplemental protection apply to:

- Certain financial assets controlled by (and included in your account value) but held away from UBS Financial Services. For example certain (i) insurance products, including variable annuities, and (ii) shares of mutual funds registered in the name of the account holder on the books of the issuer or transfer agent);
- Investment contracts or investment interests (e.g., limited partnerships and private placements) that are not registered under the Securities Act of 1933;
- Commodities contracts (e.g., foreign exchange and precious metal contracts), including futures contracts and commodity option contracts; and
- Deposit accounts (except certificates of deposit) at UBS Bank USA, UBS AG U.S. branches and banks in the FDIC Insured Deposit Program.

The SIPC protection and the supplemental protection do not apply to these assets even if they otherwise appear on your statements. The SIPC protection and the supplemental protection do not protect against changes in the market value of your investments (whether as a result of market movement, issuer bankruptcy or otherwise).

Dividend Reinvestment Program (DRIP)

The price reflected is an average price. You may obtain the actual price from your Financial Advisor. Only whole shares are purchased under DRIP; partial shares will be sold and the cash will be deposited in your account. The dividend reinvestment price supplied by the issuer may differ from the market price at which the partial shares are sold.

Cash-in-lieu

Only whole units may be held in your account. If you are entitled to a partial unit as a result of a dividend payment or otherwise, the Firm will either sell partial units at market price or accept an amount determined by a registered clearing agency, and credit your account.

Investment objectives

The investment objectives and risk profile are specific to each account and may vary between your accounts. Please advise the Firm promptly in writing of any significant change in your financial situation or investment objectives. For each account held, you choose one of the following investment objectives:

- *Produce Current Income*: Investments seeking the generation of income only.
- *Achieve Capital Appreciation*: Investments seeking growth of principal rather than the generation of income.
- *Produce Combination of Income and Capital Appreciation*: Investments seeking both the generation of income and growth of principal.

Overall risk profiles

- *Conservative*: Seeks to maintain initial principal, with low risk and volatility to the account overall, even if that means the account does not generate significant income or returns and may not keep pace with inflation.
- *Moderate*: Willing to accept some risk to principal and tolerate some volatility to seek higher returns.
- *Aggressive*: Willing to accept high risk to principal and high volatility to seek high returns over time.
- *Investment Eligibility Consideration*: If selected, a portion of the portfolio for that account may include complex strategies, limited liquidity and greater volatility.

Statement "householding"

We may consolidate all related account statements with the same address in the same envelope, e.g. because they have owners who also maintain joint account relationships with other clients at the same address. If you prefer to receive individual statements mailed in separate envelopes, you may decline householding by calling your Financial Advisor.

Friendly account name

The Friendly account name is a customizable "nickname" chosen by you to assist you with your recordkeeping. It has no legal effect on your account, is not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts, and is not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment. You can change your Friendly account names through Online Services or by contacting your Financial Advisor.

Account overview

- *Value of your account/portfolio.* Net of assets and liabilities.
- *Assets.* Includes available cash balances, values for restricted security (est.), and Global Time Deposits, unrealized marks to market, and certain assets not held by the Firm. Does not include unpriced securities/assets at the end of the prior and current statement periods, or private investments, unvested stock options and exercisable stock options.
- *Liabilities.* Includes debit balances, outstanding margin loans, credit line, short account balances.
- *Cash/money balances.* Total of uninvested available cash balances, plus deposit balances at affiliated and non-affiliated banks, and money market mutual fund sweep balances, at the close of the statement period. Non-commodity free credit balances in your account are not segregated from other balances and the Firm may use any of these funds in the ordinary course of its business. These funds are payable upon your demand. This total is included in the current period closing value.

Lending information

For detailed information on the Firm's lending practices and disclosures, refer to your Client Relationship Agreement or Account Agreement and the General Terms and Conditions. UBS Statement of Credit Practices available in *Agreements and Disclosures* at *www.ubs.com/accountdisclosures*.

Your assets
Your statement itemizes securities and other assets held in the account at the end of the statement period. You may ask for delivery of fully paid securities at any time. You may receive securities used as loan collateral after paying any balance due on them. Any securities transferred to the Firm during the statement period are listed at market value as of the end of the statement period.

- **Cost basis.** In determining the cost basis of the securities included in this statement, where indicated with the number "1," UBS Financial Services has relied on information obtained from sources other than UBS Financial Services, including information from another firm or that you may have provided to your Financial Advisor. The Firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than UBS Financial Services. In addition, although UBS Financial Services generally updates this information as it is received, the Firm does not provide any assurances that the information under "Cost basis" and "Unrealized gain/loss" is accurate as of the date of this statement. As such, please do not rely on this information to make purchase or sale decisions, for tax purposes or otherwise. Accounts transferred to the Firm may reflect gain/loss information only for the period of time they are held at the Firm. More historical information can be added by your Financial Advisor.
- **Unrealized gains/losses**. When data is available, estimated unrealized gains/losses are calculated for individual security lots. The transaction data for individual lots may or may not reflect commissions, charges and/or security reorganization events. Dividend and other reinvestment lots and systematic purchase lots are each combined to display one averaged lot. The "Trade date" column presents the original transaction trade date.
- **Callable securities**. Bonds and preferred stock that the issuer calls for early redemption will be selected impartially by lot from among all securities of that issue held in our name or in nominee name for our clients. Call feature information is obtained from third parties and its accuracy is not guaranteed. Other call features may exist which could affect yield; complete information will be provided upon request.
- **Price/value**. Prices displayed for securities and other products may be higher or lower than the price that you would actually receive in the market. Prices are obtained from various third party sources which we believe to be reliable, but we do not guarantee their accuracy.
  - We generally use the closing price when available or the mean of the bid and ask prices for listed securities and options or only bid prices for OTC securities.
  - Less actively traded securities may be priced using a valuation model or the most recent price we obtained and may not reflect an actual market price or value.
  - Certain positions may appear without a price and will show as "price was not available" if we are unable to obtain a price for a security.
  - Deposits or securities denominated in currencies other than U.S. dollars are reflected at the exchange rate as of the statement date.
  - For certain securities trading in non-conforming denominations, price and quantity (face value) may have been adjusted to facilitate proper valuation.

  To obtain current quotations, when available, contact your Financial Advisor.

- **Private investments and structured products.** Private investment securities (including direct participation program and real estate investment trust securities) and structured products are generally highly illiquid. Certain structured products have not been registered with the Securities and Exchange Commission or under any state securities laws. We provide estimated values for private investment securities and structured products for informational purposes only. Accuracy is not guaranteed.
  - These values may differ substantially from prices, if any, at which a private investment security or structured product may be bought or sold and do not necessarily represent the value you may receive upon liquidation.
  - Third party estimates of value are as of a certain date and are supplied to UBS Financial Services on a regular basis by an independent valuation firm.
  - Issuer, general partner or sponsor estimated values, if any, are supplied to the Firm by the issuer, general partner or sponsor and may be calculated based on different information from that used by third parties to derive their estimated values.
  - You can obtain additional information regarding the methodology used to determine the estimate of value and the date of the information that is the basis for the estimate by contacting your Financial Advisor.
  - Third party estimated values may be reflected as "Not priced" in several situations: when an independent valuation firm has not supplied or is unable to assign a value, when we become aware that a material event has occurred that may call a previously reported value into question, or when a value would be highly speculative due to the nature of the security.
  - When neither an issuer, general partner or sponsor estimated value nor a third-party estimated value is provided, the value of the security will be different from its purchase price.
  - "Distributions to date" may include return of capital, income or both.
  - "Original unit size" represents the initial offering price per unit and may not reflect your cost basis.
  - DPP and unlisted REIT securities are not listed on a national securities exchange, and are generally illiquid and even if they can be sold, the price received may be less than the per share estimated value provided in the account statement.

- **Restricted securities**. Restricted securities generally are not currently eligible for public sale. UBS Financial Services uses the market price of the unrestricted stock of the same issuer as an imputed value for the restricted stock *for purposes of this statement only*. To the extent that restricted securities are eligible for sale, the value received may be substantially less than the imputed value shown.

- **Est. (estimated) income, current yields and rates.** An estimate of annual income is based on current dividend and interest rates, assuming the securities will be held for one year from statement date or until maturity. This estimate is only a guideline; accuracy and continued income are not guaranteed.
  - Estimated annual income and current yield for certain types of securities could include a return of principal or capital gains in which case the est. income (and current yield) would be overstated.
  - Estimated annual income and current yield and the actual income and yield might be lower or higher than the estimated amounts.
  - An estimate of annualized income (dividend and/or interest) divided by the current market value/average balance is based on the last dividend or interest payment made by the issuer and assumes the securities/deposits will be held for one year from the statement date or until maturity. Accuracy and continued yield are not guaranteed.

- **Assets not held by UBS Financial Services.** Certain assets are not held by the Firm and not within the Firm's possession or control. These assets are displayed on your statement for informational purposes only. Positions and values presented are provided by the issuing firm. UBS Financial Services is not responsible for this information and does not guarantee its accuracy. These assets are not protected by SIPC or the Firm's supplemental SIPC coverage.

- **Revenue sharing and additional compensation.**
  - In addition to commissions on sales and 12b-1 fees received in connection with the distribution of mutual funds to our clients we and/or our affiliate receive revenue sharing payments from distributors and/or advisors of the mutual funds that we sell. These amounts are based on two different components: (i) the amount of sales by UBS of a particular mutual fund family to our clients; and (ii) the asset value of a particular mutual fund family's shares held at the firm.
  - We and our affiliate also receive networking and omnibus processing fees in consideration for transfer agent services that we provide to the mutual funds. These fees generally are paid from investor assets in the mutual fund and are a fixed dollar amount based on the number of accounts at the broker-dealer holding mutual funds of that fund family.
  - In addition to commissions received in connection with the sale or distribution of annuity contracts and unit investment trust units to our clients, we and/or our affiliate receive revenue sharing compensation from many of the insurance companies underwriting the annuity contracts, affiliates of the insurance companies or sponsors of the unit investment trusts we distribute.
  - In addition to commissions received from the purchase and sale of NextShares funds, we and/or our affiliate receive an asset-based revenue sharing payment from NextShares distributors, as well as funding for technology development, training and education.
  - Our affiliates also receive trading commissions and other compensation from mutual funds and insurance companies whose products we distribute.
  - We receive compensation from UBS Bank USA, UBS AG Stamford Branch and non-affiliated banks through our cash sweep programs. This compensation may be a monthly per account fee or may be a percentage of average daily deposit balances.

Activity
Information regarding commissions and other charges incurred in connection with the execution of trades, including option transactions has been included on confirmations previously furnished to you, and will be provided to you promptly on request.

Short selling
If you are engaged in short selling a security, you may incur a charge due to certain borrowing costs for that particular security.

Open orders
Regarding open or "good-till-cancelled" orders that were not executed by the statement date, open buy and sell stop orders are reduced by the amount of dividends or rights on an ex-dividends or ex-rights date unless instructed otherwise by you. You are responsible for orders that are executed due to your failure to cancel existing open orders.

Privacy
To obtain a copy of our current Client Privacy Notice, please contact your Financial Advisor or visit our website at *www.ubs.com/privacypolicy*.

- UBS Financial Services is not a bank. The RMA, Business Services Account BSA and IRMA are brokerage accounts which provide access to banking services and products through arrangements with affiliated banks and other third-party banks, and provides access to insurance and annuity products issued by unaffiliated third-party insurance companies through insurance agency subsidiaries of UBS Financial Services Inc.
- Investment, insurance, and annuity products:
- Not FDIC insured • No bank guarantee• May lose value
- RMA. Resource Management Account, Business Services Account BSA, IRMA and international Resource Management Account are registered service marks of UBS Financial Services Inc.
- VISA is a registered trademark owned by Visa International Service Association and used under license. The UBS Visa credit cards and the UBS Visa debit cards are issued by UBS Bank USA with permission from Visa U.S.A. Incorporated. All other trademarks, registered trademarks, service marks and registered service marks are of their respective companies.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Char Stark, Finance Director**

Date: **January 27, 2020**

2019 Budget Rollovers to 2020 Budget

BACKGROUND INFORMATION:

Below is a list of capital projects that are not complete as of December 31, 2019. Circumstances did not allow for the completion of these projects this year. The request is adjust down the 2019 budget and to increase the 2020 budget in order for the departments to have the spending authority to complete the projects in 2020.

Fund	Fund Name	Department	Description	Amount
415	City Hall	Administration	Windows & Door & Chairs	502,300.00
			Reduction to 2020	
			PD Renovations	(48,481.00)
413	IT		Computer Hardware-annual PC replacement	9,000.00
101/413		IT	Communications-Cell Phone Purchases	7,000.00
401	Vehicle -Equipment	Police	Squad	25,000.00
401	Vehicle-Equipment	Street	Tandem Dump truck	230,000.00
600	Storm Water		Storm Water Project	204,000.00
	Total Carryovers			928,819.00

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:	**Various**	

STAFF RECOMMENDATION:

Approve the capital project rollovers from 2019 budget to the 2020 budget.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Dan Nowicki, Marketing and Communications Manager**

Date: **January 27, 2020**

2019 West St. Paul Annual Report

BACKGROUND INFORMATION:

Each year the West St. Paul City Council and Staff work on hundreds of projects and issues. While the attached documents are not meant to serve as detailed reports of all City accomplishments, they give a broad overview of 2019's projects and actions in an organized, easy-to-digest format.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends accepting the 2019 City Council Actions document and the 2019 Operations, Accomplishments & Activities document.

2019 CITY COUNCIL ACTIONS

Following is a compendium of 246 action items approved by the City Council during the 2019 calendar and fiscal year. Excluded from the calendar compendium are license considerations and receipt of reports such as Financial Statements which are reported separately. Following monthly calendar items is a second compendium sorted into five categories along with reporting of operational activities occurring during this year.

CITY OF WEST ST. PAUL

Mayor (center)
David Napier

Council Members (L to R)
Anthony Fernandez
Dick Vitelli
Lisa Eng-Sarne
Wendy Berry
Bob Pace
John Justen

2019 COUNCIL ACTIONS BY MEETING

JANUARY

January 2nd

1. R19-001 Accepting Resignation of Councilmember Dave Napier and Declaring a Vacancy
2. Swearing in Ceremony for Mayor Dave Napier and Councilmembers Dick Vitelli, Wendy Berry and John Justen
3. Appointed Councilmember Vitelli as Mayor Pro-Tem for 2019
4. Designated Lillie Suburban Newspapers as the City's Official Newspaper for 2019
5. Adoption of Rules of the City Council and Code of Ethics
6. R19-002 Designating Official Depositories for the City
7. Appointed Ehlers and Assoc. as the Fiscal Consultant for 2019

January 14th

1. R19-003 Accepting Donations from SRSBA & Barbara McAdams
2. R19-008 Approving Plans & Specs and Authorizing Ad for Bid for 2019 Street Improvement Project 19-1
3. R19-009 Approving Plans & Specs and Authorizing Ad for Bid for Wentworth Ave Reconstruction Project 17-7
4. R19-010 Establishing Parking Restrictions on Charlton St from Wentworth to Thompson
5. R19-010 Establishing Parking Restrictions on Wentworth Ave from Delaware to Livingston
6. R19-012 Approving a CUP to Allow a Bingo Hall in a B4 District at 1362 Robert St
7. R19-013 Approving a CUP to Allow Storage in a B4 District at 1361 Robert St
8. R19-015 Modifying the Provisional Rental License of 1088 Robert St
9. R19-016 Converting the Rental License of 966 Smith Ave to Provisional License
10. R19-018 Memorializing the Findings of Fact and Reasons for Revocation of the Rental License for 1064 Robert St
11. First Reading of Ord 19-01 Amending Chapter 95 of the City Code Relating to Small Wireless Facilities
12. Approved Joint Powers Agreement with Dakota County for Sanitary Sewer Replacement on Delaware Ave, Project 19-2
13. First Reading of Ord 19-02 Amending Section 50.05 and 50.06 of the City Code Regarding Prohibited Substances Discharged into the Sanitary Sewer and Establishing Requirements for Waste Trap Interceptors and Separators
14. Approved the 2019 Pay Equity Report for the State
15. Appointed Lisa Eng-Sarne as Councilmember for Ward 3

January 28th

1. R19-018 Memorializing the Findings of Fact and Reasons for Revocation of the Rental License for 1064 Robert St
2. R19-019 Prelim Assessment that the Comcast Formal Proposal for Franchise Renewal be Denied
3. R19-020 Approving a JPA with LexisNexis
4. R19-021 Designating Polling Locations for 2019 City Elections
5. R19-022 Imposing Sanctions Upon Retail Intoxicating Liquor License Holder MGM Liquors
6. R19-023 Imposing Sanctions Upon Retail Tobacco License Holder Quick Pic
7. Swearing In Ceremony for Councilmember Lisa Eng-Sarne
8. First Reading of Ord 19-02 Amending Section 50.05 and 50.06 of the City Code Regarding Prohibited Substances Discharged into the Sanitary Sewer and Establishing Requirements for Waste Trap Interceptors and Separators

FEBRUARY

February 11th

1. R19-024 Accepting Donations to the City
2. R19-025 Establishing Parking Restrictions on Livingston Ave from Mendota to Thompson
3. R19-026 Approving Purchase Agreement with Ideal Energies
4. R19-027 Supporting a Minnesota Investment Fund Program Application for Mobile Pro Systems Expansion, 250 Lothenbach Ave
5. R19-028 Granting Bill Support of House Files 651, 461, 582, 266 and 846 and Senate Files 395, 683, 700 and 520
6. R19-034 Reappointing Bonnie Bellows, Robert Gausman, Dave Lynch and Rachael McNamara to the Park and Rec Commission
7. R19-035 Reappointing Rebecca McCarty and Kristy Otte and Appointing Jade Pennig to the Environmental Commission
8. Final Reading of Ord 19-01 Amending Ch. 95 of City Code Relating to Wireless Facilities
9. Final Reading of Ord 19-02 Amending Section 50.05 and 50.06 of the City Code Regarding Prohibited Substances Discharged into the Sanitary Sewer and Establishing Requirements for Waste Trap Interceptors and Separators

February 21st

1. Neighborhood Meeting Held at St. Stephen's Lutheran Church

February 25th

1. R19-029 Granting Bill Support of House Files 756, 325, 359 and 1308 and Senate Files 1161, 668, 305 and 321
2. R19-030 Approving the Rental License for 171 Thompson Ave E with Conditions
3. R19-031 Approving the Execution of a Cooperative Agreement with the MN Dept of Human Services
4. R19-032 Approving a CUP to Allow an Office/ Medical Clinic in the B5 District at 963 Robert St
5. R19-033 Approving a CUP to Allow On-Sale Liquor in B4 District at 1895 Robert St
6. Appointed Councilmember Eng-Sarne to Environmental Committee, Public Safety Committee and Thompson Park Advisory Board
7. Awarded Bid for the Forcemain 1 Replacement Project 18-6 to Minger Construction for a Contract Amount of $1,015,333.70
8. Approved Temporary Rental License for 962 Livingston Ave

February 26th

1. Neighborhood Meeting Held at Dakota Lodge, Thompson Park

February 27th

1. Neighborhood Meeting Held at St. Stephen's Lutheran Church

2019 COUNCIL ACTIONS BY MEETING

MARCH

March 2nd

1. Council Held a Strategic Planning Meeting and Created a List of Initiatives for 2019-2020

March 11th

1. R19-037 Award Bid for 2019 Street Improvements Project 19-1 to Northdale Construction Company, Inc. for Bid Amount $4,143,126.83
2. Introduced New South Metro Fire Chief Mark Juelfs and Thanked Chief Mike Pott for his Years of Service to the West St. Paul and South St. Paul Communities
3. Introduced and Welcomed New South Metro Firefighters Steve Jensen, Robby Smith, Matt Kull and Joe Zinniel
4. First Reading of Ord 19-05 Amending Ordinance 04-05 Regarding the Franchise Agreement with Xcel Energy for an Electric Distribution System
5. First Reading of Ord 19-06 Granting to Northern States Power Company, a Minnesota Corporation, its Successors and Assigns, Permission to Erect a Gas Distribution System for the Purpose of Constructing, Operating, Repairing and Maintaining in the City, the Necessary Gas Pipes, Mains and Appurtenances for the Transmission or Distribution of Gas to the City and its Inhabitants and Others and Transmitting Gas into and Through the City and to Use the Public Grounds and Public Ways of the City for Such Purposes
6. First Reading of Ord 19-07 Amending Section 34.07 of the City Code Regarding the Electric Utility Tax
7. First Reading of Ord 19-08 Enacting Section 34.08 of the City Code Regarding the Gas Franchise Fee
8. Approved Consultant Contract with Bolton & Menk, Inc. for 2020 Street Improvements Project 20-1 for an Hourly Not-to-Exceed Contract Amount of $24,300
9. Awarded Materials Testing Contract to WSB & Associates, Inc. for 2019 Street Improvements Project 19-1 in the Amount of $34,627
10. Appointed Councilmember Dick Vitelli to the Dakota Broadband Board and Councilmember Wendy Berry as the Alternate
11. First Reading of Ord 19-04 Amending Sections 72.05 and 92.02 of the City Code Regarding Temporary Parking Signs
12. First Reading of Ord 19-03 Vacating Public Storm Sewer Easement Located Within the City

March 25th

1. R19-038 Final Plat for 150 Thompson Ave E and 1510 Robert St - Hy-Vee, Inc.
2. Final Reading of Ord 19-03 Vacating Public Storm Sewer Easement Located Within the City
3. Final Reading of Ord 19-04 Amending Sections 72.05 and 92.02 of the City Code Regarding Temporary Parking Signs
4. Proclamation Honoring Thomas Albert Hoban, Lifetime Resident of West St. Paul Who Dedicated a Lifetime of Service to his Community
5. Approved a Joint Powers Agreement with Dakota County for Median and Crosswalk on Wentworth Ave, City Project 19-7

APRIL

April 8th

1. Final Reading of Ord 19-05 Amending Ordinance 04-05 Regarding the Franchise Agreement with Xcel Energy for an Electric Distribution System
2. Final Reading of Ord 19-06 Granting to Northern States Power Company, a Minnesota Corporation, its Successors and Assigns, Permission to Erect a Gas Distribution System for the Purpose of Constructing, Operating, Repairing and Maintaining in the City, the Necessary Gas Pipes, Mains and Appurtenances for the Transmission or Distribution of Gas to the City and its Inhabitants and Others and Transmitting Gas into and Through the City and to Use the Public Grounds and Public Ways of the City for Such Purposes
3. Final Reading of Ord 19-07 Amending Section 34.07 of the City Code Regarding the Electric Utility Tax
4. Final Reading of Ord 19-08 Enacting Section 34.08 of the City Code Regarding the Gas Franchise Fee
5. Prorated the Liquor License for the New Owner of Carbone's Pizza

April 22nd

1. R19-041 Donations to the City
2. R19-042 Donation from Sibley Hockey Booster Club, Inc.
3. R19-044 Preliminary and Final Plat for 217 Moreland Ave E - Moreland Elementary
4. R19-045 Site Plan for 186 Marie Ave E - Clean 'N' Press
5. R19-046 Proposed Issuance and Sale of Obligations by the City of South St. Paul, Providing for Allocated Share of the Payment Thereof (Joint Cooperative Agreement for Fire Protection Services Dated 10-25-05)
6. Swearing in of New Police Officers Brian Kemp and Ethan Draz and Recognized Lt. Brian Sturgeon for his Outstanding Work in the Hiring Process

MAY

May 4th

1. Participated in Cinco de Mayo Parade

May 13th

1. R19-042(A) Amending the Donation from Sibley Hockey Booster Club, Inc.
2. R19-047 Donations to the City
3. R19-051 Declaring Adequacy of Petition and Ordering Preparation of Feasibility Study for Alley Improvements
4. Approved the Renewal of the Provisional Rental License at 966 Smith Ave
5. Approved a Towing Agreement with Absolute Towing
6. Approved a Contract with Wenck Associates, Inc. for Thompson Oaks Environmental Services at a Contract Amount of $8,500

2019 COUNCIL ACTIONS BY MEETING

MAY cont.

May 18th

1. Attended the City's Open House, Merged with West St. Paul Days at Harmon Park

May 28th

1. R19-0552 Donation to the City from South Robert Street Business Association
2. R19-054 Renewing the Cooperative Agreement Between the State of Minnesota, Diversion Solutions, LLC and the City
3. R19-055 Agreement Between the Metro Area Repeater Association and the City
4. R19-056 Site Plan for 1720 Livingston Ave - Sola Salon Studios
5. Authorized a Services Contract with Wold Architects not to Exceed $31,000 for Design Services in Preparation for 2020 Improvements
6. Approved a Contract with Bolton & Menk, Inc. for an Hourly Not-to-Exceed Contract Amount of $13,700 for the Design of the Stryker Ave/Hall Ave Alley as Part of the 2020 Street Improvement Project 20-1
7. Directed Staff to Install Basketball Hoops at Oakdale and Haskell Parks
8. Approved Fee Changes for Alcohol Licensing for 2020

JUNE

June 10th

1. R19-060 Support for Inflow and Infiltration (I/I) & Sewer Lift Station 1 Bonding Bill
2. R19-061 Support for Inflow and Infiltration (I/I) & Sewer Lift Stations and Forcemains Bonding Bill
3. Approved a Contract with Bolton & Menk, Inc. for the 2019-2020 Sanitary Sewer Rehabilitation Project 19-8 for a Not-to-Exceed Contract Amount of $14,196
4. First Reading of Ord 19-10 Enacting Section 34.08 of the City Code: Sales & Use Tax
5. First Reading of Ord 19-09 Amending City Code Section 94.18 Regarding Unsheltered Storage, Junk, and Inoperable or Abandoned Motor Vehicles

June 24th

1. R19-059 Approving the West St. Paul Local Sales & Use Tax
2. R19-062 No Parking Zone on Haskell St W
3. R19-063 Support of a Minnesota Investment Fund (MIF) Program Application for Mobile Pro Systems Expansion, 250 Lothenbach Ave
4. Final Reading of Ord 19-09 Amending City Code Section 94.18 Regarding Unsheltered Storage, Junk, and Inoperable or Abandoned Motor Vehicles
5. Final Reading of Ord 19-10 Enacting Section 34.08 of the City Code: Sales & Use Tax
6. Approved the Comprehensive Annual Financial Report for December 31, 2018
7. Approved 2020-29 CEP-CIP Plan and Debt Management Policy
8. Awarded the Window/Door Replacement Project to W.L. Hall Co. in the Amount of $173,763.00
9. Approved Change Order No. 1 for $36,241.79 with Minger Construction Company, Inc. for the Forcemain 1 Replacement Project, City Project 18-6
10. Approved the Stipulation of Settlement for Parcel 24
11. First Reading of Ord 19-11 Amending Section 110.07 of the City Code Regarding License Terms for Dog(s) and Cat(s)

JULY

July 8th

1. R19-064 Providing for the Sale of $6,530,000 General Obligation Bonds, Series 2019A
2. Final Reading of Ord 19-11 Amending Section 110.07 of the City Code Regarding License Terms for Dog(s) and Cat(s)
3. Received the League of MN Cities Excellence Award and the Minnesota GreenStep 2 Award
4. Approved Agreement with Dakota County for Participation in the Community Development Block Grant Program
5. Approved a Letter from the Mayor to the Federal Communications Commission Regarding Franchise and PEG Fees
6. First Reading of Ord 19-12 Amending Section 133.01 (F) of the City Code Regarding Refuse Hauling and Recycling Collection
7. First Reading of Ord 19-13 Amending Section 50.08 of the City Code Regarding the Prohibited Discharge of Clear Water Drainage and Sump Pumps
8. Approved the Legal Services Contract Between the City and LeVander, Gillen & Miller, P.A.

July 22nd

1. R19-067 Donations to the City
2. R19-069 Final Plat for the Two Parcels Located at the Southeast Corner of Delaware Ave and Marie Ave - Joshua Kirchert
3. R19-070 Conditional Use Permit to Allow a Pawnshop in a B4 District Within Suites 5, 9 and 10 at 1676 Robert St - Pawn America Minnesota, LLC
4. R19-071 Imposing Sanctions Upon Retail Tobacco License Holder Holiday Station Stores, LLC
5. R19-072 Imposing Sanctions Upon Retail Tobacco License Holder Southview Country Club
6. R19-073 Imposing Sanctions Upon Retail Tobacco License Holder Norther Tier Retail, LLC dba Speedway #4045
7. R19-074 Adopting Post-Issuance Debt Compliance Policy for Tax-Exempt and Tax-Advantaged Governmental Bonds
8. Final Reading of Ord 19-12 Amending Section 133.01 (F) of the City Code Regarding Refuse Hauling and Recycling Collection
9. Final Reading of Ord 19-13 Amending Section 50.08 of the City Code Regarding the Prohibited Discharge of Clear Water Drainage and Sump Pumps
10. Received a Flag to the West St. Paul Beyond the Yellow Ribbon and the City from VFW Post #295 for Placement at Albert Park

2019 COUNCIL ACTIONS BY MEETING

AUGUST

August 12th

1. R19-075 Property Tax Abatements for the Marie-Oakdale Trail Project
2. R19-080 Application for a Redevelopment incentive Grant from the Dakota County CDA
3. Approved Final Payment for the 2018 Street Improvements Project 18-1 for $154,849.86 to McNamara Contracting, Inc.
4. Adopted the Final Assessment Roll for 2018-2019 Robert Street Sidewalk Cleaning
5. Introduced New HR Director Debra Gieseke

August 26th

1. R19-081 Donations to the City
2. R19-083 Solicitation of Grant Funding form the State Health Improvement Program Through Dakota County Active Living
3. R19-085 Renewing the Rental License for 1115 Humboldt Ave as a Provisional License
4. R19-086 Issuance and Sale of $6,455,000 General Obligation Bonds, Series 2019A, Pledging for the Security of Thereof Net Revenues, Special Assessments, Tax Abatements and Levying a Tax for the Payment Thereof
5. Presentation and Tribute to Local War Hero Jack Hinderscheid
6. Presentation on the Police Department's Reserve Program
7. Presentation of Outstanding Property Awards to 1285 Charlton St, 170 Emerson Ave E, 1137 Charlton St, 1231 Seminole Ave and 191 Curtice St W
8. Approved Amended Permanent Sidewalk and Trail Easement and Temporary Easement for the Marie-Oakdale Trail Project 18-4
9. First Reading of Ord 19-14 Providing for the Vacation of Right-of-Way by Ordinance Pursuant to City Code

SEPTEMBER

September 9th

1. R19-084 Conveyance of Certain Land
2. R19-087 No Parking Zone on Thompson Ave E
3. R19-088 Adopting the 2040 West St. Paul Comprehensive Plan Update, a Compilation of Policy Statements, Goals, Standards, and Maps for Guiding the Overall Development and Redevelopment of the Local Governmental Unit
4. R19-089 Submittal of an Amendment to the 2040 Comprehensive Plan to the Metropolitan Council
5. R19-090 Ordering Preparation of Proposed Assessments for 2019 Street Improvements Project 19-1
6. R19-091 Calling Final Hearing on Proposed Assessment for 2019 Street Improvements Project 19-1
7. R19-092 Ordering a Preparation of Proposed Assessments for Wentworth Ave Reconstruction Project 17-7
8. R19-093 Calling Final Hearing on Proposed Assessment for Wentworth Ave Reconstruction Project 17-7
9. R19-094 Donations to the City
10. Final Reading of Ord 19-14 Providing for the Vacation of Right-of-Way by Ordinance Pursuant to City Code
11. Presentation of Outstanding Property Awards to 954 Smith Ave, 1323 Bidwell St, 1089 Robert St and 879 Stryker Ave
12. Presentation of Police Department Mass Notification Program

September 23rd

1. R19-095 Plans and Specifications/ Construction Documents for Police Department Renovation
2. R19-096 Affirming Necessity of Funding for Replacement of Critical Wastewater Infrastructure
3. R19-097 Application for a Redevelopment Incentive Grant (RIG) from the Dakota County CDA (Planning Grant)
4. R19-098 Site Plan for a Retirement Home Facility (Memory Care/Assisted Living) at 938 Robert St - Hampton Companies
5. R19-099 Conditional Use Permit to Allow a Retirement Home Facility (Memory Care/Assisted Living) at 938 Robert St - Hampton Companies
6. R19-100 Preliminary and Final Plat for 938 Robert St - Hampton Companies
7. R19-101 Preliminary Budget & Setting the Preliminary 2020 Tax Levy & Debt Service Levy
8. R19-102 Set Public Hearing Date for Final 2020 Budget & Tax Levy
9. R19-103 Receiving Feasibility Report and Calling Hearing on Improvement for the 2020 Street Improvements Project CP 20-1
10. Presentation of Police Department's Coordinated Response and Partnership with 360 Communities
11. Approved the South Metro Fire Department Budget / Levy
12. Approved the Amended Recycling Coordinator Services Agreement for 2020 to Include the Addition of the City of Lilydale, Along with the Cities of South St. Paul, Mendota Heights, Sunfish Lake and West St. Paul
13. Approved a Settlement Agreement Between the City and Matthew Fulton
14. Approved a Contract Revision with Bolton & Menk, Inc. from $79,700 to $96,200 for the Forcemain 1 Project, CP 18-6
15. First Reading of Ord 19-17 Rezoning 938 Robert St from B5 - Gateway Mixed Use to PRD, Planned Residential Development, with B5 - Gateway Mixed Use Underlying Zoning
16. First Reading of Ord 19-16 Amending Zoning Ordinance Sections 153.004, 153.051 and 153.171 by Defining Banquet Halls and Allowing Them in the R1 and B3 Districts
17. First Reading of Ord 19-15 Amending Section of 113 of the City Code Prohibiting Sales of Tobacco to Anyone Under the Age of 21

OCTOBER

October 14th

1. R19-104 Accepting U.S. Department of Justice Grant Award
2. R19-106 Accepting Grant from Safe Fleet, United to End Bullying Program
3. R19-107 Authorizing the Department of Public Works

2019 COUNCIL ACTIONS BY MEETING

OCTOBER cont.

to Apply for the Metropolitan Council Environmental Services State Bond Municipal Inflow and Infiltration Grant
4. R19-108 Supporting Dakota County's 2020-2024 Capital Improvement Program
5. R19-109 Authorizing Execution of Agreement for Mutual Police Assistance for Enforcement of Traffic Safety Laws
6. R19-110 Appointing Election Judges for 2020 Elections
7. R19-111 Adopting Assessments for 2019 Street Improvements Project 19-1
8. R19-113 Preparation of Plans and Specifications; Awarding Contract of Maintenance of Robert St Sidewalk Snow Removal 2019-2020
9. Final Reading of Ord 19-15 Amending Section of 113 of the City Code Prohibiting Sales of Tobacco to Anyone Under 21
10. Final Reading of Ord 19-16 Amending Zoning Ordinance Sections 153.004, 153.051 and 153.171 by Defining Banquet Halls and Allowing in R1 & B3 Districts
11. Final Reading of Ord 19-17 Rezoning 938 Robert St from B5 - Gateway Mixed Use to PRD, Planned Residential Development, with B5 - Gateway Mixed Use Underlying Zoning
12. Designated St. Paul Pioneer Press as the City's Official Newspaper for the Remainder of 2019, Following the Closure of Lillie Suburban Newspapers
13. Approved a Contract Revision with Bolton & Menk, Inc. for $6,250 for the Lift Station Project, CP 18-2
14. Held a Public Hearing for Public Input on the Implementation of the Police Department's Body Camera Program
15. First Reading of Ord 19-19 Amending Section 111.04 of the City Code Regarding Massage Therapy Licenses

October 28th

1. R19-112 Adopting Assessments for Wentworth Ave Reconstruction Project 17-7
2. R19-114 Authorizing Application for Thompson Oaks Tax Base Revitalization Account Grant
3. R19-115 Approving Application to DEED for Contamination and Clean Up Funding and Committing Local Match and Authorizing Contract Signature
4. R19-116 Approving City Representatives to LOGIS Board
5. R19-117 JPA With Dakota County and the City for Emergency Management Services
6. R19-118 Conditional Use Permit to Allow an R4 Residential Dwelling (Multi-Family Apartment) in a B6 Town Center Mixed-Use District at 240 Thompson Ave E
7. R19-119 Site Plan for the Development of a Multi-Family Apartment Building at 240 Thompson Ave E - Oppidan
8. R19-120 Preliminary and Final Plat for 240 Thompson Ave E
9. R19-121 Approving Property Tax Abatements and Authorizing Execution of a Tax Abatement Agreement
10. R19-122 Site Plan for the Expansion of an Existing Building at 1200 Oakdale Ave - St. Croix Lutheran Academy
11. R19-123 Ordering Improvement and Authorizing Preparation of Plans and Specifications for City Project 20-1
12. Final Reading of Ord 19-19 Amending Section 111.04 of the City Code Regarding Massage Therapy Licenses
13. Approved Final Payment for the Robert St Reconstruction Project 11-3 in the Amount of $0.00 to Eureka Construction, Inc.
14. Approved the Stipulation of Settlement for Parcel 11
15. First Reading of Ord 19-21 Rezoning 240 Thompson Ave E from R1-C, Single Family Residential to PRD, Planned Residential Development with B6, Town Center Mixed-Use Underlying Zoning
16. First Reading of Ord 19-22 Amending Zoning Ordinance Section 153.221 Regarding Allowing Multi-Family Housing in the B6 District
17. First Reading of Ord 19-18 Vacating an Alley Located in the City

NOVEMBER

November 12th

1. Welcomed New South Metro Firefighter Jake Mcann
2. R19-124 Donations to the City
3. Approved Final Payment for the Robert St Phase 2 Landscaping Project for $73,379.52 to LS Black Contractors
4. Approved the NDC4 2020 Draft Budget
5. Approved Assessment Waivers for Dodge Nature Center for the Wentworth Ave Reconstruction Project CP 17-7
6. Approved Change Order No. 2 for $33,986.48 with Minger Construction Company, Inc. for the Forcemain 1 Replacement Project, City Project 18-6
7. R19-125 Approving the Application for 2020 Community Waste Abatement Grant Program from Dakota County
8. R19-126 Designating Polling Locations for 2020 City Elections
9. Awarded the Police Remodel Project to Parkos Construction for $752,600
10. R19-127 Accepting Grant from Target for Heroes & Helpers
11. Final Reading of Ord 19-18 Vacating an Alley
12. First Reading of Ord 19-20 Approving the Sale of Property Located Within the City to Dakota County CDA
13. Final Reading of Ord 19-21 Rezoning 240 Thompson Ave E from R1-C, Single Family Residential to PRD, Planned Residential Development with B6, Town Center Mixed-Use Underlying Zoning
14. Final Reading of Ord 19-22 Amending Zoning Ordinance Section 153.221 Regarding Allowing Multi-Family Housing in the B6 District

November 25th

1. Final Reading of Ord 19-20 Approving the Sale of Property Located Within the City to Dakota County CDA
2. R19-130 Approving the Rental License for 1180 Delaware Ave as a License with Conditions
3. Approved Stipulation of

2019 COUNCIL ACTIONS BY MEETING

Settlement for Parcel 25 for the Marie-Oakdale Trail Project
4. Approved Change Order No. 3 for Marie/Oakdale Trail Project CP 18-4 for $9,174 with Rosti Construction
5. Approved Consultant Contract with Stantec for Dome Exit Stairs $13,500
6. Approved Contract Amendment with Ideal Energies for Public Works/Solar Power Purchase Agreement
7. R19-128 Authorizing the Creation of a 2020 Complete Count Committee and Commitment to Partner with the U.S. Census Bureau to Ensure that Every Resident in West St. Paul is Counted in the 2020 Census
8. First Reading of Ord 19-23 Amending Ch XV of the City Code Relating to Vacant Commercial Building Registration Requirements
9. First Reading of Ord 19-24 Amending Zoning Ordinance Sections 153.170 and 153.187 Regarding Allowing Auto Accessory Sales in the B3 District
10. Final Reading of Ord 19-21 Rezoning 240 Thompson Ave E from R1B, Single Family Residential to PRD, Planned Residential Development with B6, Town Center Mixed-Use Underlying Zoning
11. Final Reading of Ord 19-22 Amending Zoning Ordinance Section 153.221 Regarding Allowing Multi-Family Housing in the B6 District

DECEMBER

December 9th

1. Adoption of 2020 Meeting Calendar
2. Presentation from Police Investigative Assistant Jerri Schmidt on the Police Department's crime mapping tool
3. Approved the updated 2020-2029 CEP-CIP Plan
4. R19-131 Establishing Limited Clean Up and Property Damage Protection for Sewer Back-Ups for Sewer Customers-2020
5. Awarded Bid for 2019-2020 Sanitary Sewer Rehabilitation Project CP 19-8 to Visu-Sewer for a Contract Amount of $221,142.50
6. R19-132 Approving Endorsement of Carbon Pricing by the U.S. Congress
7. Approved Amendment to Joint Powers Agreement with Dakota County for River to River Trail
8. R19-133 Approving Non-Waiver of Statutory Tort Liability Limits
9. R19-134 Approving the Application of the City of West St. Paul for Fiscal Year 2020 Dakota County Community Development Block Grant (CDBG) Funding
10. Approved Emerald Ash Borer Community Forest Response Tree Planting Grant
11. Approved to Enter Amendment to Site Lease Agreement with St. Paul Regional Water System
12. R19-135 Adopting the 2020 Tax Levy and Adopting the 2020 Budget
13. First Reading of Ord 20-01 Amending the Zoning Ordinance by Establishing the Smith/Dodd Neighborhood Overlay District
14. Final Reading of Ord 19-23 Amending Ch XV of the City Code Relating to Vacant Commercial Building Registration Requirements
15. Final Reading of Ord 19-24 Amending Zoning Ordinance Sections 153.170 and 153.187 Regarding Allowing Auto Accessory Sales in the B3 District
16. Authorized Access Easement for Auto Zone
17. Appointed Victoria Elsmore to the Planning Commission to Fill the Vacancy from Commissioner Derek Leuer's Resignation

2019 COUNCIL ACTIONS CATEGORIES

Multi-Jurisdictional Coordination
Facilitating Business Growth and Expansion / Housing Maintenance and Development
Facility and Infrastructure Maintenance
Back Office Operations / Planning / Finance
Building Community

2019 COUNCIL ACTIONS BY CATEGORY

Multi-Jurisdictional Coordination

1. Introduced New South Metro Fire Chief Mark Juelfs and Thanked Chief Mike Pott for his Years of Service to the West St. Paul and South St. Paul Communities
2. R19-046 Proposed Issuance and Sale of Obligations by the City of South St. Paul, Providing for Allocated Share of the Payment Thereof (Joint Cooperative Agreement for Fire Protection Services Dated 10-25-05)
3. Presentation of Police Department's Coordinated Response and Partnership with 360 Communities
4. Approved the South Metro Fire Department Budget / Levy
5. Approved the Amended Recycling Coordinator Services Agreement for 2020 to Include the Addition of the City of Lilydale, Along with the Cities of South St. Paul, Mendota Heights, Sunfish Lake and West St. Paul
6. R19-117 Joint Powers Agreement Between Dakota County and the City for Emergency Management Services
7. R19-125 Approving the Application for 2020 Community Waste Abatement Grant Program from Dakota County
8. Approved Amendment to Joint Powers Agreement with Dakota County for River to River Trail
9. R19-134 Approving the Application of the City of West St. Paul for Fiscal Year 2020 Dakota County Community Development Block Grant (CDBG) Funding

Facilitating Business Growth and Expansion / Housing Maintenance and Development

1. R19-012 Approving a CUP to Allow a Bingo Hall in a B4 District at 1362 Robert St
2. R19-013 Approving a CUP to Allow Storage in a B4 District at 1361 Robert St
3. R19-015 Modifying the Provisional Rental License of 1088 Robert St
4. R19-016 Converting the Rental License of 966 Smith Ave to Provisional License
5. R19-018 Memorializing the Findings of Fact and Reasons for Revocation of the Rental License for 1064 Robert St
6. R19-018 Memorializing the Findings of Fact and Reasons for Revocation of the Rental License for 1064 Robert St
7. R19-027 Supporting a MNInvestment Fund Program Application for Mobile Pro Systems, 250 Lothenbach Ave
8. R19-030 Approving the Rental License for 171 Thompson Ave E with Conditions
9. R19-032 Approving a CUP to Allow an Office/ Medical Clinic in the B5 District at 963 Robert St
10. R19-033 Approving a CUP to Allow On-Sale Liquor in B4 District at 1895 Robert St
11. Approved Temporary Rental License for 962 Livingston Ave
12. First Reading of Ord 19-03 Vacating Public Storm Sewer Easement Located Within the City
13. R19-038 Final Plat for 150 Thompson Ave E and 1510 Robert St - Hy-Vee, Inc.
14. Final Reading of Ord 19-03 Vacating Public Storm Sewer Easement Located Within the City
15. Prorated the Liquor License for the New Owner of Carbone's Pizza
16. R19-044 Preliminary and Final Plat for 217 Moreland Ave E - Moreland Elementary
17. R19-045 Site Plan for 186 Marie Ave E - Clean 'N' Press
18. Approved the Renewal of the Provisional Rental License at 966 Smith Ave
19. Approved a Contract with Wenck Associates, Inc. for Thompson Oaks Environmental Services at an Hourly Contract Amount of $8,500
20. R19-056 Site Plan for 1720 Livingston Ave - Sola Salon Studios
21. R19-063 Support of a Minnesota Investment Fund (MIF) Program Application for Mobile Pro Systems Expansion, 250 Lothenbach Ave
22. Approved an Agreement with Dakota County for Continued Participation in the Community Development Block Grant Program
23. R19-069 Final Plat for the Two Parcels Located at Delaware Ave and Marie Ave - Joshua Kirchert
24. R19-070 Conditional Use Permit to Allow a Pawnshop in a B4 District Within Suites 5, 9 and 10 at 1676 Robert St - Pawn America Minnesota, LLC
25. R19-080 Application for a Redevelopment incentive Grant (RIG) from the Dakota County CDA
26. Adopted the Final Assessment Roll for 2018-2019 Robert Street Sidewalk Cleaning
27. R19-085 Renewing the Rental License for 1115 Humboldt Ave as a Provisional License

2019 COUNCIL ACTIONS BY CATEGORY

Facilitating Business Growth & Expansion / Housing Maintenance & Development (cont.)

28. First Reading of Ord 19-14 Providing for the Vacation of Right-of-Way by Ordinance Pursuant to City Code
29. R19-084 Conveyance of Certain Land
30. R19-088 Adopting the 2040 West St. Paul Comprehensive Plan Update, a Compilation of Policy Statements, Goals, Standards, and Maps for Guiding the Overall Development and Redevelopment of the Local Governmental Unit
31. R19-089 Submittal of an Amendment to the 2040 Comprehensive Plan to the Metropolitan Council
32. Final Reading of Ord 19-14 Providing for the Vacation of Right-of-Way by Ordinance Pursuant to City Code
33. R19-097 Application for a Redevelopment Incentive Grant (RIG) from the Dakota County CDA (Planning Grant)
34. R19-098 Site Plan for a Retirement Home Facility at 938 Robert St - Hampton Companies
35. R19-099 Conditional Use Permit to Allow a Retirement Home Facility at 938 Robert St - Hampton Companies
36. R19-100 Preliminary and Final Plat for 938 Robert St - Hampton Companies
37. First Reading of Ord 19-17 Rezoning 938 Robert St from B5 - Gateway Mixed Use to PRD, Planned Residential Development, with B5 - Gateway Mixed Use Underlying Zoning
38. First Reading of Ord 19-16 Amending Zoning Ordinance Sections 153.004, 153.051 and 153.171 by Defining Banquet Halls and Allowing Them in the R1 and B3 Districts
39. Final Reading of Ord 19-16 Amending Zoning Ordinance Sections 153.004, 153.051 and 153.171 by Defining Banquet Halls and Allowing Them in the R1 and B3 Districts
40. Final Reading of Ord 19-17 Rezoning 938 Robert St from B5 - Gateway Mixed Use to PRD, Planned Residential Development, with B5 - Gateway Mixed Use Underlying Zoning
41. First Reading of Ord 19-19 Amending Section 111.04 of the City Code Regarding Massage Therapy Licenses
42. R19-114 Authorizing Application for Thompson Oaks Tax Base Revitalization Account Grant
43. R19-115 Approving Application to DEED for Contamination and Clean Up Funding and Committing Local Match and Authorizing Contract Signature
44. R19-118 Conditional Use Permit to Allow an R4 Residential Dwelling (Multi-Family Apartment) in a B6 Town Center Mixed-Use District at 240 Thompson Ave E - Oppidan
45. R19-119 Site Plan for the Development of a Multi-Family Apartment Building at 240 Thompson Ave E - Oppidan
46. R19-120 Preliminary and Final Plat for 240 Thompson Ave E - Oppidan
47. R19-121 Approving Property Tax Abatements and Authorizing Execution of a Tax Abatement Agreement
48. R19-122 Site Plan for the Expansion of an Existing Building at 1200 Oakdale Ave - St. Croix Lutheran Academy
49. Final Reading of Ord 19-19 Amending Section 111.04 of the City Code Regarding Massage Therapy Licenses
50. First Reading of Ord 19-21 Rezoning 240 Thompson Ave E from R1-C, Single Family Residential to PRD, Planned Residential Development with B6, Town Center Mixed-Use Underlying Zoning
51. First Reading of Ord 19-22 Amending Zoning Ordinance Section 153.221 Regarding Allowing Multi-Family Housing in the B6 District
52. First Reading of Ord 19-18 Vacating an Alley Located in the City
53. Final Reading of Ord 19-18 Vacating an Alley Located in the City
54. First Reading of Ord 19-20 Approving the Sale of Property Located Within the City to Dakota County CDA
55. Final Reading of Ord 19-18 Vacating an Alley Located in the City
56. Final Reading of Ord 19-21 Rezoning 240 Thompson Ave E from R1-C, Single Family Residential to PRD, Planned Residential Development with B6, Town Center Mixed-Use Underlying Zoning
57. Final Reading of Ord 19-22 Amending Zoning Ordinance Section 153.221 Regarding Allowing Multi-Family Housing in the B6 District
58. Final Reading of Ord 19-20 Approving the Sale of Property Located Within the City to Dakota County CDA
59. R19-130 Approving the Rental License for 1180 Delaware Ave as a License with Conditions
60. First Reading of Ord 19-23 Amending Ch XV of the City Code Relating to Vacant Commercial Building Registration
61. First Reading of Ord 19-24 Amending Zoning Ordinance Sections 153.170 and 153.187 Regarding Allowing Auto Accessory Sales in the B3 District
62. Final Reading of Ord 19-21 Rezoning 240 Thompson Ave E from R1B, Single Family Residential to PRD, Planned Residential Development with B6, Town Center Mixed-Use Underlying Zoning
63. Final Reading of Ord 19-22 Amending Zoning Ordinance Section 153.221 Regarding Allowing Multi-Family Housing in the B6 District
64. Approved the updated 2020-2029 CEP-CIP Plan
65. First Reading of Ord 20-01 Amending Ordinance by Establishing the Smith/Dodd Neighborhood Overlay District
66. Final Reading of Ord 19-23 Amending Ch XV of the City Code Relating to Vacant Commercial Building Registration
67. Final Reading of Ord 19-24 Amending Zoning Ordinance Sections 153.170 and 153.187 Regarding Allowing Auto Accessory Sales in the B3 District
68. Authorized Access Easement for Auto Zone

2019 COUNCIL ACTIONS BY CATEGORY

Facility and Infrastructure Maintenance

1. R19-008 Approving Plans & Specs and Authorizing Ad for Bid for 2019 Street Improvement Project 19-1
2. R19-009 Approving Plans & Specs and Authorizing Ad for Bid for Wentworth Ave Reconstruction Project 17-7
3. R19-010 Establishing Parking Restrictions on Charlton St from Wentworth Ave to Thompson Ave
4. R19-010 Establishing Parking Restrictions on Wentworth Ave from Delaware Ave to Livingston Ave
5. Approved Joint Powers Agreement with Dakota County for Sanitary Sewer Replacement on Delaware Ave, City Project 19-2
6. First Reading of Ord 19-02 Amending Section 50.05 and 50.06 of the City Code Regarding Prohibited Substances Discharged into the Sanitary Sewer and Establishing Requirements for Waste Trap Interceptors and Separators
7. First Reading of Ord 19-02 Amending Section 50.05 and 50.06 of the City Code Regarding Prohibited Substances Discharged into the Sanitary Sewer and Establishing Requirements for Waste Trap Interceptors and Separators
8. R19-025 Establishing Parking Restrictions on Livingston Ave from Mendota Rd to Thompson Ave
9. R19-026 Approving Power Purchase Agreement with Ideal Energies
10. Final Reading of Ord 19-02 Amending Section 50.05 and 50.06 of the City Code Regarding Prohibited Substances Discharged into the Sanitary Sewer and Establishing Requirements for Waste Trap Interceptors and Separators
11. Awarded Bid for the Forcemain 1 Replacement Project 18-6 to Minger Construction for a Contract Amount of $1,015,333.70
12. R19-037 Award Bid for 2019 Street Improvements Project 19-1 to Northdale Construction Company, Inc. for Bid Amount $4,143,126.83
13. Approved Consultant Contract with Bolton & Menk, Inc. for 2020 Street Improvements Project 20-1 for an Hourly Not-to-Exceed Contract Amount of $24,300
14. Awarded Materials Testing Contract to WSB & Associates, Inc. for 2019 Street Improvements Project 19-1 in the Amount of $34,627
15. Approved a Joint Powers Agreement with Dakota County for Median and Crosswalk on Wentworth Ave, City Project 19-7
16. R19-051 Declaring Adequacy of Petition and Ordering Preparation of Feasibility Study for Alley Improvements
17. Authorized a Services Contract with Wold Architects not to Exceed $31,000 for Design Services in Preparation for 2020 Improvements
18. Approved a Contract with Bolton & Menk, Inc. for an Hourly Not-to-Exceed Contract Amount of $13,700 for the Design of the Stryker Ave/Hall Ave Alley as Part of the 2020 Street Improvement Project 20-1
19. Directed Staff to Install Basketball Hoops at Oakdale and Haskell Parks
20. R19-060 Support for Inflow and Infiltration (I/I) & Sewer Lift Station 1 Bonding Bill
21. R19-061 Support for Inflow and Infiltration (I/I) & Sewer Lift Stations and Forcemains Bonding Bill
22. Approved a Contract with Bolton & Menk, Inc. for the 2019-2020 Sanitary Sewer Rehabilitation Project 19-8 for a Not-to-Exceed Contract Amount of $14,196
23. First Reading of Ord 19-10 Enacting Section 34.08 of the City Code Regarding a Sales & Use Tax
24. R19-059 Approving the West St. Paul Local Sales & Use Tax
25. R19-062 No Parking Zone on Haskell St W
26. Final Reading of Ord 19-10 Enacting Section 34.08 of the City Code Regarding a Sales & Use Tax
27. Awarded the Window/Door Replacement Project to W.L. Hall Co. in the Amount of $173,763.00
28. Approved Change Order No. 1 for $36,241.79 with Minger Construction Company, Inc. for the Forcemain 1 Replacement Project, City Project 18-6
29. Approved the Stipulation of Settlement for Parcel 24
30. R19-064 Providing for the Sale of $6,530,000 General Obligation Bonds, Series 2019A
31. First Reading of Ord 19-13 Amending Section 50.08 of the City Code Regarding the Prohibited Discharge of Clear Water Drainage and Sump Pumps
32. Final Reading of Ord 19-13 Amending Section 50.08 of the City Code Regarding the Prohibited Discharge of Clear Water Drainage and Sump Pumps
33. R19-075 Property Tax Abatements for the Marie-Oakdale Trail Project
34. Approved Final Payment for the 2018 Street Improvements Project 18-1 in the Amount of $154,849.86 to McNamara Contracting, Inc.
35. R19-083 Solicitation of Grant Funding form the State Health Improvement Program (SHIP) Through Dakota County Active Living
36. R19-086 Issuance and Sale of $6,455,000 General Obligation Bonds, Series 2019A, Pledging for the Security of Thereof Net Revenues, Special Assessments, Tax Abatements and Levying a Tax for the Payment Thereof
37. Approved the Amended Permanent Sidewalk and Trail Easement and Temporary Easement for the Marie-Oakdale T R19-087 No Parking Zone on Thompson Ave E
38. R19-090 Ordering Preparation of Proposed Assessments for 2019 Street Improvements Project 19-1
39. R19-091 Calling Final Hearing on Proposed Assessment for 2019 Street Improvements Project 19-1

2019 COUNCIL ACTIONS BY CATEGORY

Facility and Infrastructure Maintenance (cont.)

40. R19-092 Ordering a Preparation of Proposed Assessments for Wentworth Ave Reconstruction Project 17-7
41. R19-093 Calling Final Hearing on Proposed Assessment for Wentworth Ave Reconstruction Project 17-7
42. R19-095 Plans and Specifications/ Construction Documents for Police Department Renovation
43. R19-096 Affirming Necessity of Funding for Replacement of Critical Wastewater Infrastructure
44. R19-103 Receiving Feasibility Report and Calling Hearing on Improvement for the 2020 Street Improvements Project CP 20-1
45. Approved a Contract Revision with Bolton & Menk, Inc. from $79,700 to $96,200 for the Forcemain 1 Project, CP 18-6
46. R19-107 Authorizing the Department of Public Works to Apply for the Metropolitan Council Environmental Services State Bond Municipal Inflow and Infiltration Grant
47. R19-108 Supporting Dakota County's 2020-2024 Capital Improvement Program
48. R19-111 Adopting Assessments for 2019 Street Improvements Project 19-1
49. R19-113 Preparation of Plans and Specifications; Ordering Project and Awarding Contract of Maintenance of Robert St Sidewalk Snow Removal 2019-2020
50. Approved a Contract Revision with Bolton & Menk, Inc. for $6,250 for the Lift Station Project, CP 18-2
51. R19-112 Adopting Assessments for Wentworth Ave Reconstruction Project 17-7
52. R19-123 Ordering Improvement and Authorizing Preparation of Plans and Specifications for City Project 20-1
53. Approved the Final Payment for the Robert St Reconstruction Project 11-3 in the Amount of $0.00 to Eureka Construction, Inc.
54. Approved Final Payment for the Robert St Phase 2 Landscaping Project for $73,379.52 to LS Black Contractors
55. Approved Assessment Waivers for Dodge Nature Center for the Wentworth Ave Reconstruction Project CP 17-7
56. Approved Change Order No. 2 for $33,986.48 with Minger Construction Company, Inc. for the Forcemain 1 Replacement Project, City Project 18-6
57. Awarded the Police Remodel Project to Parkos Construction fro $752,600
58. Approved Stipulation of Settlement for Parcel 25 for the Marie-Oakdale Trail Project
59. Approved Change Order No. 3 for Marie/Oakdale Trail Project CP 18-4 for $9,174 with Rosti Construction
60. Approved Consultant Contract with Stantec for Dome Exit Stairs $13,500
61. Approved Contract Amendment with Ideal Energies for Public Works/Solar Power Purchase Agreement
62. Awarded Bid for 2019-2020 Sanitary Sewer Rehabilitation Project CP 19-8 to Visu-Sewer for a Contract Amount of $221,142.50
63. Approved Emerald Ash Borer Community Forest Response Tree Planting Grant
64. Approved to Enter Amendment to Site Lease Agreement with St. Paul Regional Water System

Back Office Operations / Planning / Finance

1. Designated Lillie Suburban Newspapers as the City's Official Newspaper for 2019
2. Adoption of Permanent Rules of the City Council and Code of Ethics
3. R19-002 Designating Official Depositories for the City
4. Appointed Ehlers and Associates as the City's Fiscal Consultant for 2019
5. First Reading of Ord 19-01 Amending Chapter 95 of the City Code Relating to Small Wireless Facilities
6. Approved the 2019 Pay Equity Report for Submission to the State
7. R19-019 Prelim Assessment that the Comcast Formal Proposal for Franchise Renewal be Denied
8. R19-020 Approving a JPA with LexisNexis
9. R19-021 Designating Polling Locations for 2019 Municipal Elections
10. R19-022 Imposing Sanctions Upon Retail Intoxicating Liquor License Holder MGM Liquors
11. R19-023 Imposing Sanctions Upon Retail Tobacco License Holder Quick Pic
12. R19-028 Granting Bill Support of House Files 651, 461, 582, 266 and 846 and Senate Files 395, 683, 700 and 520
13. Final Reading of Ord 19-01 Amending Chapter 95 of the City Code Relating to Small Wireless Facilities
14. R19-029 Granting Bill Support of House Files 756, 325, 359 and 1308 and Senate Files 1161, 668, 305 and 321
15. R19-031 Approving the Execution of a Cooperative Agreement with the MN Dept of Human Services
16. Introduced and Welcomed New South Metro Firefighters Steve Jensen, Robby Smith, Matt Kull and Joe Zinniel
17. First Reading of Ord 19-05 Amending Ordinance 04-05 Regarding the Franchise Agreement with Xcel Energy for an Electric Distribution System
18. First Reading of Ord 19-06 Granting to Northern States Power Company, a Minnesota Corporation, its Successors and Assigns, Permission to Erect a Gas Distribution System for the Purpose of Constructing, Operating, Repairing and Maintaining in the City, the Necessary Gas Pipes, Mains and Appurtenances for the Transmission or Distribution of Gas to the City and its Inhabitants and Others and Transmitting Gas into and Through the City and to Use the

Back Office Operations / Planning / Finance (cont.)

Public Grounds and Public Ways of the City for Such Purposes
19. Final Reading of Ord 19-05 Amending Ordinance 04-05 Regarding the Franchise Agreement with Xcel Energy for an Electric Distribution System
20. Final Reading of Ord 19-06 Granting to Northern States Power Company, a Minnesota Corporation, its Successors and Assigns, Permission to Erect a Gas Distribution System for the Purpose of Constructing, Operating, Repairing and Maintaining in the City, the Necessary Gas Pipes, Mains and Appurtenances for the Transmission or Distribution of Gas to the City and its Inhabitants and Others and Transmitting Gas into and Through the City and to Use the Public Grounds and Public Ways of the City for Such Purposes
21. Final Reading of Ord 19-07 Amending Section 34.07 of the City Code Regarding the Electric Utility Tax
22. Final Reading of Ord 19-08 Enacting Section 34.08 of the City Code Regarding the Gas Franchise Fee
23. Swearing in of New Police Officers Brian Kemp and Ethan Draz and Recognized Lt. Brian Sturgeon for his Outstanding Work in the Hiring Process
24. Approved a Towing Agreement with Absolute Towing
25. R19-054 Renewing the Cooperative Agreement Between the State of Minnesota, Diversion Solutions, LLC and the City
26. R19-055 Agreement Between the Metro Area Repeater Association and the City
27. Approved Fee Changes for Alcohol Licensing for 2020
28. First Reading of Ord 19-09 Amending City Code Section 94.18 Regarding Unsheltered Storage, Junk, and Inoperable or Abandoned Motor Vehicles
29. Final Reading of Ord 19-09 Amending City Code Section 94.18 Regarding Unsheltered Storage, Junk, and Inoperable or Abandoned Motor Vehicles
30. Approved the Comprehensive Annual Financial Report for December 31, 2018
31. Approved the 2020-2029 CEP-CIP Plan and Debt Management Policy
32. First Reading of Ord 19-11 Amending Section 110.07 of the City Code Regarding License Terms for Dog(s) and Cat(s)
33. Final Reading of Ord 19-11 Amending Section 110.07 of the City Code Regarding License Terms for Dog(s) and Cat(s)
34. Received the League of Minnesota Cities City of Excellence Award and the Minnesota GreenStep Cities Step 2 Award
35. Approved a Letter from the Mayor to the Federal Communications Commission Regarding Franchise and PEG Fees
36. First Reading of Ord 19-12 Amending Section 133.01 (F) of the City Code Regarding Refuse Hauling and Recycling Collection
37. Approved the Legal Services Contract Between the City and LeVander, Gillen & Miller, P.A.
38. R19-071 Imposing Sanctions Upon Retail Tobacco License Holder Holiday Station Stores, LLC
39. R19-072 Imposing Sanctions Upon Retail Tobacco License Holder Southview Country Club
40. R19-073 Imposing Sanctions Upon Retail Tobacco License Holder Norther Tier Retail, LLC dba Speedway #4045
41. R19-074 Adopting Post-Issuance Debt Compliance Policy for Tax-Exempt and Tax-Advantaged Governmental Bonds
42. Final Reading of Ord 19-12 Amending Section 133.01 (F) of the City Code Regarding Refuse Hauling and Recycling
43. Introduced and Welcomed New Human Resources Director Debra Gieseke
44. Presentation of Police Department Mass Notification Program
45. R19-101 Preliminary Budget & Setting the Preliminary 2020 Tax Levy & Debt Service Levy
46. R19-102 Set Public Hearing Date for Final 2020 Budget & Tax Levy
47. Approved a Settlement Agreement Between the City and Matthew Fulton
48. First Reading of Ord 19-15 Amending Section of 113 of the City Code Prohibiting Sales of Tobacco to Anyone Under the Age of 21
49. R19-104 Accepting U.S. Department of Justice Grant Award
50. R19-109 Authorizing Execution of Agreement for Mutual Police Assistance for Enforcement of Traffic Safety Laws
51. R19-110 Appointing Election Judges for the March 3, 2020 Presidential Nomination Primary, August 11, 2020 Primary and the November 3, 2020 General Election
52. Final Reading of Ord 19-15 Amending Section of 113 of the City Code Prohibiting Sales of Tobacco to Anyone Under the Age of 21
53. Designated St. Paul Pioneer Press as the City's Official Newspaper for the Remainder of 2019, Following the Closure of Lillie Suburban Newspapers
54. Held a Public Hearing for Public Input on the Implementation of the Police Department's Body Camera Program
55. R19-116 Approving City Representatives to the LOGIS Board
56. Approved the NDC4 2020 Draft Budget
57. R19-126 Designating Polling Locations for 2020 Municipal Elections
58. R19-127 Accepting a Grant from Target Corporation for the Heroes and Helpers Program
59. Adoption of 2020 Meeting Calendar
60. R19-131 Establishing Limited Clean Up and Property Damage Protection for Sewer Back-Ups for Sewer Customers-2020

2019 COUNCIL ACTIONS BY CATEGORY

Back Office Operations / Planning / Finance (cont.)

61. R19-132 Approving Endorsement of Carbon Pricing by the U.S. Congress
62. R19-133 Approving Non-Waiver of Statutory Tort Liability Limits
63. R19-135 Adopting the 2020 Tax Levy and Adopting the 2020 Budget

Building Community

1. R19-001 Accepting Resignation of Councilmember Dave Napier and Declaring a Vacancy
2. Swearing in Ceremony for Mayor Dave Napier and Councilmembers Dick Vitelli, Wendy Berry and John Justen
3. Appointed Councilmember Vitelli as Mayor Pro-Tem for 2019
4. Appointed Lisa Eng-Sarne as Councilmember for Ward 3
5. Swearing In Ceremony for Councilmember Lisa Eng-Sarne
6. R19-034 Reappointing Bonnie Bellows, Robert Gausman, Dave Lynch and Rachael McNamara to the Park and Recreation Commission
7. R19-035 Reappointing Rebecca McCarty and Kristy Otte and Appointing Jade Pennig to the Environmental Commission
8. Neighborhood Meeting Held at St. Stephen's Lutheran Church
9. Appointed Councilmember Eng-Sarne to Environmental Committee, Public Safety Committee and Thompson Park Advisory Board
10. Neighborhood Meeting Held at Dakota Lodge, Thompson Park
11. Neighborhood Meeting Held at St. Stephen's Lutheran Church
12. Council Held a Strategic Planning Meeting and Created a List of Initiatives for 2019-2020
13. Appointed Councilmember Dick Vitelli to the Dakota Broadband Board and Councilmember Wendy Berry as the Alternate
14. First Reading of Ord 19-04 Amending Sections 72.05 and 92.02 of the City Code Regarding Temporary Parking Signs
15. Final Reading of Ord 19-04 Amending Sections 72.05 and 92.02 of the City Code Regarding Temporary Parking Signs
16. Proclamation Honoring Thomas Albert Hoban, Lifetime Resident of West St. Paul Who Dedicated a Lifetime of Service to his Community
17. Participated in Cinco de Mayo Parade
18. Received a Flag to the West St. Paul Beyond the Yellow Ribbon and the City from VFW Post #295 for Placement at Albert Park
19. Presentation and Tribute to Local War Hero Jack Hinderscheid
20. Presentation on the Police Department's Reserve Program
21. Presentation of Outstanding Property Awards to 1285 Charlton St, 170 Emerson Ave E, 1137 Charlton St, 1231 Seminole Ave and 191 Curtice St W
22. Presentation of Outstanding Property Awards to 954 Smith Ave, 1323 Bidwell St, 1089 Robert St and 879 Stryker Ave
23. R19-106 Accepting Grant from Safe Fleet, United to End Bullying Program
24. Introduced and Welcomed New South Metro Firefighter Jake Mcann
25. R19-128 Authorizing the Creation of a 2020 Complete Count Committee and Commitment to Partner with the U.S. Census Bureau to Ensure that Every Resident in West St. Paul is Counted in the 2020 Census
26. Presentation from Police Investigative Assistant Jerri Schmidt on the Police Department's crime mapping tool
27. Appointed Victoria Elsmore to the Planning Commission to Fill the Vacancy from Commissioner Derek Leuer's Resignation

2019 ECONOMIC DEVELOPMENT AUTHORITY

1. R19-01 Electing Officers
2. R19-02 Approving Non-Waiver of Statutory Tort Liability Limits
3. Approved Business Subsidy Agreement for Mobile Pro Systems
4. R19-03 In Support of a Minnesota Investment Fund (MIF) Program Application for Mobile Pro Systems Expansion, 250 Lothenbach Ave
5. Approved Business Subsidy Agreement for Tappers Pub
6. Closed Session to Discuss the Sale of Commercial Properties
7. Closed Session to Discuss a business condemnation
8. Closed Session to Discuss the Sale of Commercial Properties
9. Closed Session to Discuss the Sale of a Former Commercial Property
10. Closed Session to Discuss the Sale Price of a City Asset
11. Approved $25,000 Redevelopment Grant for Beirut Restaurant, 1385 Robert St
12. Approved the Preliminary Agreement Between the City and Oppidan
13. Closed Session to Discuss a Purchase Offer for a Land Parcel

2019 COMMUNITY DONATIONS

1. $20,000 from Virginia Coss to the West St. Paul Police Department K9 Program
2. $4,625.59 from South Robert Street Business Association to cover costs for 2018 City events
3. $500 from citizen Barbara McAdams to the Police and Fire Departments with gratitude for the excellent service provided by our first responders
4. $1,000 from St. George Antiochian Orthodox Church for Police Dept outreach activities
5. $1,000 from American Veterans Post 1 for crime prevention program
6. $5,000 from South Robert Street Business Association for Winter Fest Activities
7. $1,000 from South Robert Street Business Association for the City's Volunteer Appreciation Event
8. $50,000 from Sibley Hockey Booster Club to Construct Locker Rooms at the West St. Paul Ice Arena
9. Sibley Hockey Booster Club Increased their $50,000 Donation (4-22-19) to $67,000
10. $100 from David Galvin, Jr. to the Police Department's Canine Program
11. $4,775 from South Robert Street Business Association for the 2019 Winter Fest Event
12. $2,042.50 from South Robert Street Business Association for South Robert Street Flags
13. $300 from South Robert Street Business Association for Parks & Recreation Little Tykes & Safe Kids Safety Camps
14. $544 from Neighborhood Pub, Inc. dba Tappers Pub to Support the Annual Charity Police vs Fire Hockey Game to Support Programming at 360 Communities
15. $550 from Dunham's Food & Drink, Inc. for expenses associated with the Annual Charity Police vs Fire Hockey Game to Support Programming at 360 Communities
16. $524.95 from Neighbors, Inc. for the Police Department's Wednesday Activities Program
17. $102.84 from Friends at the Wentworth Library to Offset Costs for the Police Department's Bike Rodeo
18. $50 from Rotary Club of West St. Paul/ Mendota Heights on Behalf of Marv Karth for the Police Department's Outreach Efforts
19. $1,500 from American Veterans Post 1 for the Police Department's Crime Prevention Program

SPECIAL RECOGNITION TO 2019'S MOST SIGNIFICANT DONORS

SIBLEY HOCKEY BOOSTER CLUB	VIRGINIA COSS (FOR WEST ST. PAUL K9 PROGRAM)	SOUTH ROBERT STREET BUSINESS ASSOCIATION
$67,000	$20,000	$17,743

CITY OF
WEST ST. PAUL

2019
OPERATIONS, ACCOMPLISHMENTS & ACTIVITIES

2019 EXECUTIVE SUMMARY

POPULATION
21,053*

HOUSING**

52% SINGLE FAMILY HOMES	40% MULTI-FAMILY UNITS	
	4% Townhomes	3% Duplex-Quad

The Great Recession that officially began in December 2007 was a global economic downturn that devastated world financial markets as well as the banking and real estate industries. The crisis led to increases in home mortgage foreclosures worldwide and caused millions of people to lose their life savings, their jobs and their homes. It is generally considered the longest period of economic decline since the 1930s. Although its effects were definitely global in nature, the Great Recession was most pronounced in the United States where it originated because of the subprime mortgage crisis.

West St. Paul did not escape the effects of the recession, as it experienced impacts of housing foreclosures, declines in property values, and constraints on the fiscal well-being of many within the community and the City operation as well. Recovery from the recession has been slow. Taxable tax capacities (essentially property market values) within the community experienced a growing decline from a market value peak in 2008 to its bottom in 2014. The first change in that decline occurred in 2015; the upward trend line has continued since. Total tax capacity of properties within West St. Paul, however, are just now exceeding 2008 values for the first time for property tax payable in 2020.

Because of this twelve-year journey back to 2008 property values, the City has been focused on revenue enhancements and long term financial planning. During 2019 some significant improvements in position and approach occurred.

During 2019, the Council adopted new financial policies, significantly refined the five year Capital Improvement/Capital Equipment Plan (CIP/CEP), and adopted an improved debt management policy. Included in the CIP/CEP is a new policy that roadway, park, and facility improvements will be completed, going forward, on a cash basis. This allows the City to begin reducing its outstanding debt starting in 2020. The compendium of policy and operational adjustments has allowed a reduction in projected tax levy increase for 2020 and an improvement in cash position and trend.

In recent community surveys, the greatest level of interest in additional resource allocation has been toward infrastructure improvements. In response, in 2018 the City requested voter consideration of a local option sales tax. Approval by approximately 60% of voters allowed the City to request Legislative approval of the initiative in 2019. The Legislature approved the request, the Governor signed the Bill into law and effective January 1, 2020 a ½cent sales tax takes effect on eligible purchases in West St. Paul. Over the next 20 years, it is estimated that this tax will raise $28 million toward future road improvements. During 2017-2019, the City completed over $18 million in local roadway and trail improvements much of which was grant and third party supported. This pace of construction of local infrastructure was significantly greater than for any other similar period in recent memory. Over $4 million of the 2019 total was allocated toward walkway and trailway improvements. The Regional R2R trailway received additional approvals in 2019, which will result in a mid-year 2020-construction start. Going forward, the CIP includes a $500,000/year budget allocation toward pedestrian infrastructure starting in 2021. The CIP also projects over $22 million in local roadway improvements over the next nine years, funded in large part by sales tax revenues.

As part of the reconstruction of Dakota County Road 63 (Wentworth Avenue) a new access and parking facility was constructed

* 2018 Metropolitan Council Population Estimates | **2017 Census ACS Estimates

in Marthaler Park. Small improvements were also made to Oakdale and Haskell Parks, as well as at the Ice Arena and outdoor Pool. The first phase of the County led master plan improvements at Thompson Park occurred in 2019. The County has an additional $2.5M allocated toward these improvements in 2020-21. Another joint project, reclamation of the Thompson Oaks wetland, was approved in 2019 with construction dependent upon receipt of future grant funding.

In 2017, the City Council adopted a plan to address deferred maintenance on the City Hall facility. During 2019, the City commenced the last phases of that project, which included a rooftop solar array, window replacement, and Police facilities remodeling, all of which will be completed during the first half of 2020. Within the CIP is projected annual additions to reserves to ensure capacity exists to timely address future maintenance issues.

Development and redevelopment activity has continued its forward momentum over the past few years. Most significant is the level of developer interest in multi-family housing projects. The upscale Rooftop 252 project opened during 2019 and the 174 unit Winslow affordable senior housing project began construction for a June 2020 opening. The 153 unit upscale Thompson Oaks project was approved for an expected 2020 construction start as was the 32 unit assisted/memory care facility at Robert/Haskell. There are additional projects on the boards for expected 2020 entitlement reviews.

The City received recognitions during 2019 including the League of Minnesota Cities City of Excellence Award for its Infiltration and Inflow program. The City was also recognized with a GreenStep Cities award, which is an environmental initiative.

Community engagement is an important component of each of the major programs and initiatives we undertake. Each year this starts with a series of community meetings, which include surveys of meeting participants and online opportunities as well. Social media outreach and communication of events, projects, and programs is a daily effort. This past year we undertook an additional three-month community process to inform us of opportunities to improve public safety precedent to replacement of the Police Chief who retired in May. That process has altered our approach over the next couple of years throughout departmental operations, which overlaps into other departments as well.

With a new Mayor and three new members of Council, we revisited Mission/Vision and Strategic Initiatives early in 2019. No change occurred in the overall mission of the organization. However, specific Council initiatives did change focus for the 2019-2020 time frame. Our efforts to continue progress toward these initiatives will continue through 2020.

2019 VISION & GOALS

MISSION

Promote and preserve a community of excellence by ethical, responsive, efficient and innovative provision of services

VISION

The City of West St. Paul is a friendly, evolving, walkable and well-connected community.

- We value a robust partnership with our property owners and businesses
- We are recognized for fostering community engagement, encouraging citizen involvement and preserving green spaces
- We take pride in having the highest quality infrastructure, parks, trails and facilities

The following report addresses operational efforts toward accomplishment of these initiatives and the broader City Council Vision. We appreciate the leadership provided by the City Council toward the betterment of the West St. Paul community and this organization, which supports it.

2019 ECONOMIC DEVELOPMENT

BUILDING

BUILDING PERMITS

- Building Permit Valuation $36,362,150
- Permits Issued 1,654
- Permit Fees Collected $931,632 (Record Year)
- Obtained delegation for State projects bringing and additional $82,916

PLANNING & ZONING

- Comprehensive Plan 2040 was approved in 2019

BUSINESS

NEW BUSINESSES IN 2019 INCLUDE

Tokyo Sushi, Southview Animal Hospital, Children's Minnesota Clinic, Thai Pepper, Hamburguesas El Gordo, Pawn America

REMODELED BUSINESSES

Mobile Pro, Beirut, Bingo Palace (moved), Tapemark, Garlough Elementary, Moreland Elementary, St. Croix Lutheran Academy, District 197 office spaces

GRANTS AND FUNDING

MN Investment Fund:

- Mobile PRO Systems was awarded $185,000 from MN Dept. of Employment and Economic Development for equipment and job creation (25 new employees)

Redevelopment Improvement Grant (RIG)

- The Dakota County CDA awarded the City with $250,000 to help pay for the City's portion of the cost to acquire and relocate Auto Zone

Commercial Redevelopment Grant Program

- Mobile PRO Systems received $49,999 for interior remodel and building expansion
- Beirut Restaurant received $25,000 to remodel interior
- More Space received $25,000 for demolition and site improvements

Commercial Exterior Grant Program:

- Tappers Pub received $9,517 for exterior renovation
- Beissel Window & Siding received $10,000 for exterior renovation
- Denny's received $10,000 for exterior renovation

BUSINESS WELCOME PROGRAM

In cooperation with West St. Paul's Marketing Department the City has developed a program to help build and maintain relationships with incoming and established businesses.

HOUSING & CODE INSPECTIONS

In 2019 Code Enforcement and Housing Inspections were combined to increase efficiency. In 2019 West St. Paul investigated 775 code and property maintenance issues. These issues include discarded items, unsheltered storage and other nuisances, abandoned vehicles, property maintenance problems, hazardous building conditions, zoning infractions and more.

RENTAL LICENSING

West St. Paul's rental licensing program remains strong. About 40% of West St. Paul's housing units are renter occupied, In 2019, a total of 402 rental licenses were issued. The City is seeing a gradual shift back toward owner occupied homes as the market continues to offer homeowner incentives and low mortgage rates.

2019 PUBLIC SAFETY

POLICE

TECHNOLOGY

Technology in the law enforcement field changes rapidly. What was a new piece of technology two years ago is now expected. Body cameras is an example. After three years of research we have selected and purchased body cameras that our patrol officers will be utilizing. In January of 2020, all officers working the street should be outfitted, trained, and using Axon body cameras.

In 2019 we have also replaced our squad video camera systems. The previous camera systems were over 10 years old and in need of updating and replacement. The replacements are also an Axon system which is integrated with the body camera system.

OFFICER WELLNESS (FIT 4 DUTY PROGRAM)

This year we expanded our employee wellness program to include a more holistic approach to fitness, including mental health. Our employees are now required to meet with a licensed therapist each year to discuss their mental health. We also have officers trained in peer support and in the near future, a partnership with South St. Paul Police Department will create more opportunities for our staff to seek out assistance with their overall health.

Our program was highlighted by local and national media sources and we are on the cutting edge of providing opportunities to our employees to be as healthy as possibly, both physically and nationally. Many departments throughout the country have called us to discuss our program and many have implemented similar programs.

COMMUNITY OUTREACH EFFORTS

We have hosted and attended over 91 community outreach events which attracted over 1,800 attendees. We specifically focused our outreach efforts to specific groups of individuals including the business community, apartment residents and managers, youth, and diverse groups of residents in our community.

We successfully implemented a Mental Health Pilot Program with South St. Paul PD and Dakota County in 2019. This is just one of 18 JPA's and MOU's in which the PD is involved.

Just a few of our partners include:

- **360 Communities**
- **Dakota County Social Services**
- **Dakota County Parks**
- **MN DNR**
- **Ellie Family Services**
- **ISD 197**
- **South Metro Fire**
- **South Metro SWAT**
- **Anytime Fitness**
- **Special Olympics**
- **Dodge Nature Center**
- **Northern Scouts (Boy Scouts of America)**
- **St. Paul Police Department**
- **South St. Paul Police Department**
- **Dakota County Library**

POLICE DEPARTMENT BY THE NUMBERS

- **Total Calls for Service – 28,970** - up 4% from 2018
- **Total Mental Health Calls - 355**
- **Total Shoplifting Offenses - 750** - up 83% from 2018
- **Total Traffic Stops – 2,419**
- **Pounds of Prescription Medication Collected – 1,291**
- **Total Hours of Training – 2,845**
- **Total Donations Received - Over $26,000**
- **Total Number of Cases Assigned - 445**
- **Total Business and Liquor Licenses issued – 121**

2019 PUBLIC SAFETY

SOUTH METRO FIRE DEPARTMENT

INCIDENT RESPONSE
- Total incident responses were 6,695
- Responded to an average of 18.3 calls per day

EMS
- Continue to work with our partner MHealth Fairview on delivering quality EMS to the community. We are in the 2nd year of a 5-year contract to provide BLS transport services.
- In 2019 South Metro responded to 5,099 Emergency Medical calls, 1,663 of which resulted in patient transports.
- Performed on average of 4.5 transports a day.
- Beginning in June of 2019 South Metro began operating a 3rd ambulance Monday – Friday from 0800-1600 to better serve the community.

HEALTH AND WELLNESS
- South Metro continues to focus on our firefighter's health and wellness. Last year we continued to perform yearly medical evaluations.
- In 2019, we focused on our firefighter's mental health. Currently we are creating an in-house peer support network that will be available to all firefighters, but especially for those struggling with mental health issues.
- South Metro will begin offering yearly mental health check-ups. This program will allow our firefighters to visit a mental health professional to get a check-up similar to what we currently do with our physical health check-ups.

TRAINING
- Held two 7-week training academies to train our 5 new firefighters. The first academy was a class of 4 that started in January and was comprised of all South Metro firefighters. The second academy started in September and was a joint effort between South Metro, Burnsville, and Eagan Fire Departments. The second academy was comprised of 1 South Metro firefighter, 1 Burnsville firefighter, and 1 Eagan firefighter.
- In 2019 the department completed 8319 hours of training. The average for each member of the fire department was 224.6 hours.
- Cohosted an 8-week citizens academy with Inver Grove Heights Fire Department.

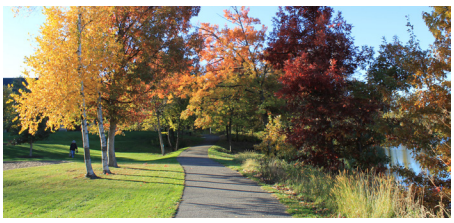
FIRE PREVENTION
- Trained 452 people in hands only CPR. Since 2011 have trained 2710 people.
- Installed 44 smoke detectors in homes within the community
- Performed 493 commercial inspections and 114 multi-family inspections
- Documented 2217 public education contacts at various events throughout the year.

2019 PARKS AND PUBLIC WORKS

With the reconstruction of Livingston Ave., Wentworth Ave. (County Road) and new trails along Marie and Oakdale Ave. (city and county joint project), 2019 was a big year for road and trail improvements. As we look ahead at the backlog of streets requiring expensive reconstruction, Public Works has focused on ways to most cost effectively extend the lives of our deteriorated streets in the interim. We have ramped up the amount of streets receiving in-house overlays, a process that paves the driving lanes of the roadway using our City paver crew. Overlaying a street can easily add five years of life, during which time crews will not have to patch the same potholes time and time again. In-house overlays have beengetting longer from 1.1 miles (2017) to 1.8 miles (2018) and 3 miles (2019).

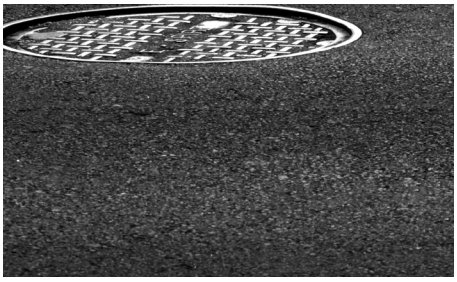
With the local sales tax dedicated to street reconstruction now underway, we look forward to a fiscally sound approach to financing road projects where debt does not need to be issued.

We use other low cost maintenance strategies such as crack sealing, sealcoating and fog sealing to protect our asphalt. The City of Burnsville heads up an annual project with about 20 participating cities that gets us exceptional pricing on this work and centerline striping as well.



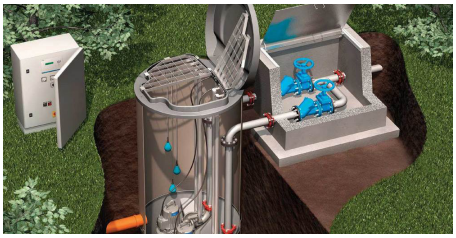
NEW TRAILS/WALKS

- 1 mile of sidewalk along Livingston Ave between Wentworth Ave and Mendota Rd
- 1.5 miles of trail along Wentworth Avenue between Delaware Ave. and Humboldt Ave.
- 0.5 miles of trail along Marie Ave. between Robert St. and Oakdale Ave.
- 1 mile of trail along Oakdale Ave. from Mendota Rd. to Wentworth Ave.



STREET MAINTENANCE

- Paved/overlaid streets with 2,220 tons of asphalt
- Patched streets with 513 tons of asphalt
- Swept 460 tons of debris off the streets
- Swept 950 cubic yards of leaves off the streets
- 15,500 square yards of sealcoat
- 19,000 square yards of fog seal
- 78,000 lineal feet of crack seal



UTILITIES

- Rehabilitated 26 failing sanitary manholes
- Jetted/cleaned all sanitary sewer mains west of Robert Street
- Lined 1.3 miles of sanitary sewer mainline
- Replaced the 18-inch forcemain out of Lift Station 1 (0.55 miles)
- Fats, Oils & Grease (F.O.G.) control program established in Feb. of 2019. 87% of businesses requiring inspections were completed in 2019.

PARKS

- Built new garage at the Sports Center for secure storage of maintenance equipment
- Added a ceiling and new lighting to the horseshoe court/pavilion
- Painted buildings at Sports Center
- Installed a water line at Harmon Park for cleaning
- Maintained median plantings and raingardens on Robert Street

RECREATION

- Multiple new collaborative programs including the Glow Dash and Tour De Rec
- Increased summer participation by nearly 20% from 2018
- Successfully collaborated with the YMCA to offer adult Fitness in the Park classes

2019 GENERAL BACK OFFICE

- Accepted League of Minnesota Cities' City of Excellence Award for Inflow & Infiltration Program
- Ascended to Step 2 in Minnesota GreenStep Cities
- Held three community meetings and conducted both internal and external surveys to compile substantial data in preperation of hiring a new Police Chief
- Renovations to City Hall began in late 2019. These renovations allow the City to continue using the current facility rather than constructing a new building. Improvements include significant changes to the Police Department and basement storage area, the Council Chambers and other minor interior improvements. The Police Department improvements will cater to the changes in staffing that have occurred in the 60+ years since the building was constructed. The project is expected to be completed mid-year 2020
- Hosted the House Bonding Tour at Lift Station 1. Staff explained financial harships to State representatives. The City will continue to seek State funds for lift station replacement during the 2020 Legislative Session
- 2019 maintained the same total of volunteers from 2018 after a steady increase during the previous 3 years, while the number of volunteer hours increased.
- Staff attended a seminar to gain insight from leaders in area communities. Topic: Building a Diverse, Inclusive and Equitable Workforce. This provided a starting point for future initiatives and partnerships.
- Promoted the City and provided information to residents and followers on the City's Facebook page. City now has 5,700 Likes on that page and the Police Facebook has 15,000 Likes.
- Increased the number of followers on the City's Twitter page to 1,470 and Police Twitter to 5,000.
- Staff attended multiple job fairs to promote the City of West St. Paul for future needs. The focus was to get our name out in the communities to attract candidates when openings arise
- Staff worked with the Census Bureau to establish West St. Paul's Complete Count Committee. Staff attended a number of Census classes and workshops at the State and Federal level to prep for the April 1, 2020 Census
- Created electronic forms and processes for finance and HR to increase efficiency, eliminate paper and reduce staff time
- CEP-CIP plan was amended to include the sales tax revenue
- Debt Management policy was revised to include limitation and benchmarks
- Issued Debt for Force-main 1 and the 2019 Reconstruction Program
- Retained AA Bond Rating
- Designed and mailed four 16-page newsletters and one Parks and Rec Brochure to all addresses in the City. Distribution list is ~12,000 addresses
- Chaired and helped lead the WSP Yellow Ribbon Steering Committee to help many service members and their family both financially and physically.
- Conducted a youth engagement training with 4th grade students from Garlough Elementary School to increase the students' knowledge of how local government works and to develop future leaders

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Ross Beckwith, Public Works & Parks Director/City Engineer**

Date: **January 27, 2020**

Change Orders for Watermain - 2019 Street Improvements Project 19-1

BACKGROUND INFORMATION:

On March 11, 2019 a contract for $4,143,126.83 was awarded to Northdale Construction Company, Inc. for the 2019 Street Improvements Project, CP 19-1. Throughout construction, additional work was added/changed from the original plan. There are eight change orders that were recently resolved between the contractor, St. Paul Regional Water Services (SPRWS) and City.

1. Change Order 1: Pressure washing watermain pipe prior to installation ($4,484.14).
2. Change Order 2: Pressure washing watermain pipe prior to installation ($3,530.96).
3. Change Order 3: Night work in phase 1, tied into an 8-inch pipe ($7,867.27).
4. Change Order 5: Watermain pipe preparation for phase two ($5,304.96).
5. Change Order 7: Additional 4-inch water service ($6,312.82).
6. Change Order 8: Additional 6-inch water service ($7,801.91).
7. Change Order 9: Additional 8-inch water service ($15,262.76).
8. Change Order 11: Cleaning watermain pipe, rinsing and capping ($2,257.80)

FISCAL IMPACT:

The eight change orders total $52,822.62 and the City will be reimbursed by SPRWS for this work.

The existing contract with Northdale Construction was $4,143,126.83. On January 13, 2020 City Council approved seven change orders, which revised the contract amount to 4,177,069.84. With the eight SPRWS change orders, the revised contract amount with Northdale Construction will be $4,229,892.46.

STAFF RECOMMENDATION:

Staff recommends that the City Council approve Change Orders 1, 2, 3, 5, 7, 8, 9 and 11 for $52,822.62 with Northdale Construction Company, Inc. for the 2019 Street Improvements Project, City Project 19-1.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

From: **Ryan Schroeder, City Manager**

Date: **January 27, 2020**

Approve City Hall Change Order #1

BACKGROUND INFORMATION:

On September 23, 2019, Council authorized proceeding on the final phase of the four-year City Hall remodel project with a projected cost impact of $1.1 MM. On November 12, 2019, Council approved a contract with Parkos Construction to remodel the City Hall police facilities and adjacent spaces for $752,600. Since commencement of construction, as is common in remodel projects, facilities and systems issues have been revealed requiring correction, which become change orders to the standing contract. The detail of these change orders is enclosed. One of these was elective. The change to wallboard and door hardware at $343 improves the existing condition but could be argued as not of absolute necessity. All of the remaining corrections were unavoidable and were discoverable only after removal of floor/wall/ceiling. The largest category is for waste piping at a cost of $24,819 mostly under the floor, which had severe corrosion requiring replacement. There are four items that relate to abatement of hazards totaling $16,384. The final correction is replacement of the main line water valve, which was not operable, for $1,119. Approval of the change order increases the Parkos Construction contract to $795,265.

In addition to the construction contract, we have been projecting FFE costs of $152,000 and professional fees and testing may be another $80,000.

FISCAL IMPACT: $42,665

		Amount
Fund:		**$42,665**
Department:		
Account:		

STAFF RECOMMENDATION:

Approval of City Hall Change Order #1

.

January 22, 2020

Ryan Schroeder, City Administrator
City of West St. Paul
1616 Humbolt Avenue
West St. Paul, Minnesota 55118

Re: City of West St. Paul
Police Renovation
Commission No. 192110

Dear Ryan:

We have concluded our review of various contract changes for the renovation of the Police Facility and the following recommendations represents a fair value for the work. This change order includes the following items:

GCPR #1	During demolition, it was discovered that existing tile and mastic in the lower level locker room and wrapping around the lower level bathroom pipe fittings contained asbestos. It was requested to have this properly removed.	Add	$4,029.00
GCPR #2	Additional location of asbestos was found in rooms A135 and A138. It was requested to have this properly removed.	Add	$1,273.00
GCPR #3	Ceramic tile was found installed on top of existing VCT. This cost reflects the removal of floor tiles and mastic in lower level in existing men's and women's bathroom.	Add	$3,181.00
GCPR #4	The existing valve would not shut the water down. In order to do so, a new 2" cold water shut off valve had to be installed.	Add	$1,119.00
GCPR #5	It was requested by the Owner to abate the asbestos around all of the mechanical fittings in the lower level, including pipes not being touched during construction.	Add	$7,901.00
GCPR #6	It was directed by the City to remove and replace corroded drain fittings above the Men's Bathroom in the lower level.	Add	$13,542.00
GCPR #7	Due to flooding in the past in the existing Men's Locker Room, it was requested to install a floor drain at the fire protection service pipe inlet. Additionally, an unused existing floor drain was requested to be removed in the new evidence room. This cost reflects saw cutting of concrete flooring, installation of new floor drain and piping with associated materials, labor and materials.	Add	$11,277.00

PR #1	There was discussion on-site to keep an existing door, but provide new hardware. Along with adding an additional portion of a gypsum board wall up to deck to create a secure enclosure for the evidence room.	Add	$343.00
PR #2	This PR includes a revision to specification 22 11 16 for additional pressure-seal fittings and joints. There is no cost change for this.	No Cost	$0.00
Total Change Order No. 01		**ADD**	**$42,665.00**

Once approved by City Council, please have this Change Order signed and returned to my attention. If you have any questions, please do not hesitate to call.

Sincerely,

Wold Architects and Engineers

Melissa Stein
Associate

cc: Nou Xiong, Wold

SS/CI_West St. Paul/192110/crsp/jan20

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Change Order

PROJECT: *(Name and address)*
City of West St. Paul Police Renovation
(Commission No. 192110)
1616 Humboldt Avenue
West St. Paul, Minnesota 55118

CONTRACT INFORMATION:
Contract For: General Construction

Date: November 20, 2019

CHANGE ORDER INFORMATION:
Change Order Number: One (1)

Date: January 22, 2020

OWNER: *(Name and address)*
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 55118

ARCHITECT: *(Name and address)*
Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101

CONTRACTOR: *(Name and address)*
Parkos Construction
1010 S. Robert Street
West St. Paul, Minnesota 55118

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

GCPR 1 – ADD $4,029.00

GCPR 2 – ADD $1,273.00

GCPR 3 – ADD $3,181.00

GCPR 4 – ADD $1,119.00

GCPR 5 – ADD $7,901.00

GCPR 6 – ADD $13,542.00

GCPR 7 – ADD $11,277.00

PR 1 – ADD $343.00

PR 2 – NO COST CHANGE

TOTAL CHANGE ORDER NO. 1 ADD $42,665.00

The original Contract Sum was	$	752,600.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	752,600.00
The Contract Sum will be increased by this Change Order in the amount of	$	42,665.00
The new Contract Sum including this Change Order will be	$	795,265.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be June 1, 2020

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

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User Notes: (3B9ADA4A)

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wold Architects and Engineers	Parkos Construction	City of West St. Paul
ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
DATE	**DATE**	**DATE**

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User Notes: (3B9ADA4A)

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

From: **Ryan Schroeder, City Manager**

Date: **January 27, 2020**

Closing Out of the Robert Street Construction Fund

BACKGROUND INFORMATION:

In 2014, the City began the Robert Street construction project and began debt issuance to fund the project. Debt was issued as follows:

2014:	$ 4,930,000	Retires 2030
2016:	$ 4,825,000	Retires 2032
2017:	$ 4,825,000	Retires 2033
2018:	$ 7,260,000	Retires 2034

As of December 2019, outstanding principal on the above is $19,895,000.

In addition to debt, the project was funded through State and Federal Grants and apportioned cash contributions from St. Paul Regional Water, St. Paul, Inver Grove Heights, Dakota County, and West St. Paul.

In 2017, the project budget was increased to the following to account primarily for right of way acquisition not yet completed:

Land and Legal:	$ 9,979,487
Engineering:	$ 4,000,832
Construction:	$29,441,046
Construction Inspection:	$ 2,578,635
Total:	$46,000,000

In 2018, the Council adopted a policy transferring debt and/or project reserves upon project close out to debt funds. The basis for this policy is to provide a mechanism, which allows the City to advance fund outstanding debt such that the City can take advantage of call dates and any advance refunding opportunities. This, and other policy directives within the Debt Management Plan, provides the opportunity to strategically reduce debt and annual debt levy obligations from what would otherwise occur.

It is believed that we have paid and/or accounted for all project expenses of the project fund allowing for the transfer of excess budget into a debt fund (the above debt funds are continuing). Therefore, the enclosed resolution closes out the Robert Street construction fund and transfers remaining cash within the fund to Series 2018A which is the 2018 Robert Street debt issuance. The transfer is in the amount of $763,425.

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:
Adoption of enclosed
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CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION CLOSING ROBERT STREET CONSTRUCTION FUND AND TRANSFERING EXCESS CASH TO THE LAST ISSUED DEBT SERVICE FUND

WHEREAS, The reconstruction of Robert Street has been finalized and complete as of December 31, 2019**,** and

WHEREAS, the Construction fund has a cash balance remaining from the 2018A GO Bond debt issue,

NOW, THEREFORE, BE IT RESOLVED that the West St. Paul City Council hereby closes the Robert Street Improvement Construction fund and transfers the cash to the Debt Service Fund per the Debt Service Agreement of said bonds in the amount of $763,425.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 27th day of January 2020.

Attest:

David Napier, Mayor	Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Ross Beckwith, Public Works & Parks Director/City Engineer**

Date: **January 27, 2020**

Consultant Contract for 2021 Street Improvements Project 21-1

BACKGROUND INFORMATION:

The 2021 Street Improvements Project includes reconstruction of Moreland Avenue from Delaware Avenue to Robert Street. The full street reconstruction will include new watermain and sanitary sewer lining. The possibility of adding sidewalk between Delaware Avenue and Smith Avenue will be explored in the feasibility report. Moreland Avenue is a state aid street from Smith Avenue to Robert Street.

FISCAL IMPACT:

Staff recently solicited Request for Proposals (RFP) from three consulting engineering firms for design services. All three firms submitted proposals. The consulting services will include topographic surveying, preparation of the feasibility study, project design, plan/specification preparation, construction staking and as-built drawings. Construction contract administration and observation will be performed by city staff. Geotechnical and materials testing contracts will be separate, but administered by city staff.

Proposals were evaluated on project understanding, team, hours and cost (shown below).

Consulting Firm	Proposal Amount
SEH, Inc.	$213,344
Bolton & Menk, Inc.	$230,890
Kimley-Horn & Assoc., Inc.	$265,200

Based on the proposals, staff is recommending SEH, Inc. be awarded the contract.

STAFF RECOMMENDATION:

Staff recommends that City Council award a contract to SEH, Inc. for engineering services for City Project 21-1 in the amount of $213,344.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Ross Beckwith, Public Works & Parks Director/City Engineer**

Date: **January 27, 2020**

Geotechnical Evaluation Contract for 2021 Street Improvements Project 21-1

BACKGROUND INFORMATION:

The 2021 Street Improvements Project includes reconstruction of Moreland Avenue from Delaware Avenue to Robert Street. In order to understand the underlying soil conditions, six 10-foot deep borings will be taken along the corridor. That soil data is then used to aid with design of the new utilities and roadway section.

FISCAL IMPACT:

Proposals were received from two reputable geotechnical firms, Braun Intertec ($9,175) and WSB & Associates ($5,682). Staff has reviewed the proposals and is recommending WSB & Associates be awarded the contract for geotechnical evaluation.

STAFF RECOMMENDATION:

Staff recommends that City Council award a contract to WSB & Associates, Inc. for geotechnical evaluation of City Project 21-1 in the amount of $5,682.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

From: **Ryan Schroeder, City Manager**

Date: **January 27, 2020**

Approval of Joint Powers Agreement with Dakota County for Thompson Traffic Study, City Project 20-8

BACKGROUND INFORMATION:

As the City was going through the entitlement reviews for the Oppidan multifamily housing project on the former Thompson Oaks Golf Course, the County Plat Commission held approval authority, as well. A requirement of the Plat Commission was that a traffic study be conducted to ensure there were not deleterious impacts to County infrastructure and movement of traffic. Data from this study was used in both County and City reviews of the development.

On October 29, 2019, the County Board approved the enclosed Joint Powers Agreement (JPA). It has been requested that the West St Paul City Council take action on the document, as well.

The JPA provides cost shares between the County and City at 55%/45%. The total project cost contemplated within the agreement is $18,330, making the City share at $8,248.50. On September 9, 2019, the Developer agreed to cover the lesser of 45% of the project cost or $8,250. Therefore, the City should not experience a project cost.

In addition to provision of data in review of the Oppidan project, this study will also inform future discussions regarding Thompson lane configurations and a possible turnback of this roadway section to the City.

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

By motion, authorize the enclosed Joint Powers Agreement regarding the Thompson Traffic Study.

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Dakota County Contract No. C0032377

JOINT POWERS AGREEMENT FOR
THOMPSON AVENUE (CR 6) TRAFFIC STUDY

BETWEEN

THE COUNTY OF DAKOTA

AND

THE CITY OF WEST ST. PAUL

FOR

COUNTY PROJECT NO. 06-10

CITY PROJECT NO. 20-8

SYNOPSIS: *Dakota County and the City of West St. Paul agree to conduct a* traffic study along Thompson Ave. (CR 6) from Robert Street (TH 952) to USH 52 to understand impact of planned development and assess long term corridor needs.

THIS AGREEMENT, made and entered into by and between the County of Dakota, referred to in this Agreement as "the County"; and the City of West St. Paul, referred to in this Agreement as "the City"; and witnesses the following:

WHEREAS, under MINNESOTA STATUTES §§ 162.17, subd. 1 and 471.59, subd. 1, two or more governmental units may enter into an agreement to cooperatively exercise any power common to the contracting parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units; and

WHEREAS, it is considered mutually desirable to conduct a traffic study to understand impact of planned development and assess long term corridor needs along CR 6, Thompson Ave. in West St. Paul, Dakota County (the "Project"); and

WHEREAS, the County and the City have mutually agreed to the benefit of the study and jointly participate in the costs of the study.

NOW, THEREFORE, it is agreed that the County and the City will share study responsibilities and jointly participate in the costs associated with the study, and related activities as described in the following sections:

1. Engineering. Engineering including all aspects of the Project including evaluation, data collection and project involvement as outlined in the study proposal.

2. Cost Sharing – The County will be 55% of the study cost and city will pay 45% consistent with the transportation plan. The cost is anticipated to be 18,330 based on the selected consultant's proposal. City and county staff time will be the responsibility of the respective agency.

3. Payment. The County will administer the contract with the consultant for the study and act as the paying agent for all payments to the consultant. Payments to the consultant will be made as the Project work progresses and when certified by the County Engineer. The County, in turn, will bill the City for its share of the Project costs. Upon presentation of an itemized claim by one agency to the other, the receiving agency shall reimburse the invoicing agency for its share of the costs incurred under this Agreement within 35 days from the presentation of the claim. If any portion of an itemized claim is questioned by the receiving agency, the remainder

of the claim shall be promptly paid, and accompanied by a written explanation of the amounts in question. Payment of any amounts in dispute will be made following good faith negotiation and documentation of actual costs incurred in carrying out the work.

4. Change Orders and Supplemental Agreements. Any change orders or supplemental agreements that affect the Project cost participation must be approved by all parties prior to execution of work.

5. Amendments. Any amendments to this Agreement will be effective only after approval by both governing bodies and execution of a written amendment document by duly authorized officials of each body.

6. Effective Dates. This Agreement will be effective upon execution by duly authorized officials of each governing body and shall continue in effect until all work to be carried out in accordance with this Agreement has been completed. Absent an amendment, however, in no event will this Agreement continue in effect after September 30, 2018.

7. Final completion. Final completion of the construction Project must be approved by both parties.

8. Pavement Maintenance. Upon acceptance of the Project, the City shall be responsible for all pavement maintenance within City right-of-way and the County shall be responsible for all pavement maintenance within County right-of-way unless necessitated by a failure of a municipal utility system or installation of new facilities.

9. Subsequent Excavation. After completion of the Project, and after expiration of the warranty period regarding repair, if excavation within County right-of-way is necessary to repair or install water, sewer, or other city utilities, the City shall restore the excavated area and road surface to substantially the condition at the time of disturbance. If the City employs its own contractor for the above described water, sewer or other utility repair or installation, the City shall hold the County harmless from any and all liability incurred due to the repair or installation of said water, sewer or other municipal utility including, but not limited to, the costs of repair as well as liability to third parties injured or damaged as a result of the work. If the City fails to have the highway properly restored, the County Engineer may have the work done and the City shall pay for the work within 30 days following receipt of a written claim by the County.

10. Rules and Regulations. The County and the City shall abide by Minnesota Department of Transportation standard specifications, rules and contract administration procedures.

11. Indemnification. The County agrees to defend, indemnify, and hold harmless the City against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement and caused by or resulting from negligent acts or omissions of the County and/or those of County employees or agents. The City agrees to defend, indemnify, and hold harmless the County against any and all claims, liability, loss, damage, or expense arising under the provisions of this Agreement and caused by or resulting from negligent acts or omissions of the City and/or those of City employees or agents. All parties to this Agreement recognize that liability for any claims arising under this Agreement are subject to the provisions of the Minnesota Municipal Tort Claims Law; Minnesota Statutes, Chapter 466. In the event of any claims or actions filed against either party, nothing in this Agreement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the individual parties. The County shall include the City as additional insured in the contract documents.

12. Employees of Parties. Any and all persons engaged in the work to be performed by the County shall not be considered employees of the City, for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employees while so engaged, and any and all claims made by any third party as a consequence of any act or omission on the part of said employees while so engaged on any of the work contemplated herein shall not be the obligation or responsibility of the City. Any and all persons engaged in the work to be performed by the City shall not be considered employees of the County for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employee while so engaged. Any and all claims made by any third party as a consequence of any act or omissions of the part of the City's employees while so engaged on any of the work contemplated herein shall not be the obligation or responsibility of the County.

13. Audits. Pursuant to Minnesota Statutes Sec 16 C. 05, Subd. 5, any books, records, documents, and accounting procedures and practices of the County and the City relevant to the Agreement are subject to examination by the County or the City and either the Legislative Auditor or the State Auditor as appropriate. The County and the City agree to maintain these

records for a period of six years from the date of performance of all services covered under this Agreement. Dakota County will be financially responsible for the cost of the audit.

14. Integration and Continuing Effect. The entire and integrated agreement of the parties contained in this Agreement shall supersede all prior negotiations, representations or agreements between the County and the City regarding the Project; whether written or oral. All agreements for future maintenance or cost responsibilities (Traffic Signal Agreement 91-08) shall survive and continue in full force and effect in accordance with the Dakota County Transportation Plan after completion of the construction provided for in this Agreement.

15. Authorized Representatives. The authorized representatives for the purpose of the administration of this Agreement are:

Mark Krebsbach (or successor)	Ross Beckwith
Dakota County Transportation Director/County Engineer	Public Works Director/City Engineer
14955 Galaxie Avenue	City of West St. Paul
Apple Valley, MN. 55124	1616 Humboldt Avenue
(952) 891-7102	West St. Paul, MN 55122
	(651) 552-4130

[SIGNATURE PAGE TO FOLLOW]

NN:\Highway\Agreements\2016\30-29 West St. Paul C0028397.docx

IN WITNESS THEREOF, the parties have caused this agreement to be executed by their duly authorized officials.

CITY OF WEST ST. PAUL

RECOMMENDED FOR APPROVAL:

_____
Public Works Director/City Engineer

By _____
Mayor

APPROVED AS TO FORM:

(SEAL)

_____
City Attorney

By _____
City Clerk

Date_____

DAKOTA COUNTY

RECOMMENDED FOR APPROVAL:

_____
County Engineer

APPROVED AS TO FORM:

_____
Assistant County Attorney / Date

By:_____
Physical Development Director

COUNTY BOARD RESOLUTION:

No: 19-793 Date: October 29, 2019

Date:_____

KS-_____

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Ross Beckwith, Public Works & Parks Director/City Engineer**

Date: **January 27, 2020**

Approve Plans and Specifications and Order Bid for Dome Exit Stairs Project

BACKGROUND INFORMATION:

When the Sports Dome was originally constructed the decision was made to construct the six western emergency exit stairwells in the current configurations in order to provide for more parking than would have resulted from differing configurations. However, the City has struggled with the stairwells since the first snowfall. A significant snowpack occurs within the stairwells due to the force of the snow sliding off the roof and into these emergency exits, which must be maintained as passable. In the past, the City constructed the current roof structures over the exits in an attempt to reduce this level of packing which makes snow removal extremely difficult. However, what has resulted from the snow impacts is that the structural elements are failing.

Last fall we had received a $500,000 cost estimate on reconstruction of the stairwell structures. Subsequently, the engineering firm that designed the dome (Stantec) provided a differing view. On November 25, 2019 Council authorized plans and specifications from that firm at a cost of $13,500 to replace the four interior stairwells at a cost estimate of $50,000 each. Stantec has completed the plans and specifications and the next step is to advertise for bids. The four center exits on the west side of the dome will be the base bid, the two exits on the end, where less snow falls, will be an alternate bid.

FISCAL IMPACT:

This project would be financed by the Dome fund balance. That fund balance exists for future Dome fabric and turf replacement. It is anticipated that an impact on future tax levies would be needed to replenish the fund.

STAFF RECOMMENDATION:

Staff recommends that City Council approve the plans and specifications and order bidding of the Dome Exit Stairs Project.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Ross Beckwith, Public Works & Parks Director/City Engineer**

Date: **January 27, 2020**

Salt Shed Roof Replacement Contract

BACKGROUND INFORMATION:

The Public Works facility was constructed in 2010 and included a salt shed for storage of winter road salt. At the time of design, it was understood that the salt shed would come with a 10-year roof life. The existing salt shed roof is on its tenth year and is ripped/patched in multiple places.

FISCAL IMPACT:

Staff reached out to two companies for bids on the replacement of the roof, but only received one bid. Greyston Construction bid the project at $23,900. However, their bid included a $900 discount if they can replace the roof by April 30, 2020. Staff intends to get on the contractors schedule immediately to meet the early deadline.

The 2020 Capital Equipment Program (CEP) includes $25,000 for this roof replacement.

STAFF RECOMMENDATION:

Staff recommends that City Council award a contract to Greystone Construction for $23,900 to replace the roof on the salt shed.

SERVICES AGREEMENT

THIS AGREEMENT FOR SERVICES is entered into as of January 31, 2020, by and among South Metro Fire Department, a Minnesota joint powers entity, the City of South St. Paul, a Minnesota municipal corporation, and the City of West St. Paul, a Minnesota municipal corporation.

RECITALS

WHEREAS, the City of West St. Paul and the City of South St. Paul formed a joint powers consolidated fire department pursuant to Minnesota Statute, Section 471.59, named the "South Metro Fire Department."

WHEREAS, the South Metro Fire Department agrees to provide fire prevention, protection, and related services within the corporate limits of the Cities, upon the terms and subject to the conditions of this Agreement.

WHEREAS, each City agrees to provide certain services pursuant to this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and the covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties, intending to be legally bound by the terms and conditions of this Agreement, agree as follows:

ARTICLE ONE
DEFINITIONS

Section 1.01 **Definitions**. Unless the context clearly indicates a different meaning is intended, the following words and terms shall for the purposes of this Agreement have the meanings given them:

A. "Agreement" means this Agreement, as it may be amended, supplemented, or restated from time to time.

B. "Board" means the Board of Directors of South Metro Fire Department.

C. "Budget" means the budget adopted annually by the City Councils of the Cities in accordance with the procedure under Sections 7.3, 7.4, and 7.5 of the Joint Powers Agreement.

D. "Cities" means the City of South St. Paul and the City of West St. Paul; "City" means either one of the Cities.

E. "City Council" means the governing body of the City of South St. Paul or of the City of West St. Paul.

F. "Effective Date" means the Operational Date.

G. "Fire Chief" means the chief of the Fire Department.

H. "Fire Department" means the South Metro Fire Department.

I. "Joint Powers Agreement" means the Joint Powers Agreement dated October 25, 2005, between the Cities.

J. "Operational Date" means the date the employees, capital equipment, personal property and accounts receivable from the West St. Paul Fire Department and the South St. Paul Fire Department are transferred to the South Metro Fire Department and it becomes fully functional and operational.

K. "Parties" and "Party" means all of the entities named in the preamble of this Agreement, or any one of them.

L. "Service Center" means the South St. Paul Municipal Service Center that provides Vehicle Maintenance Services as outlined in Article Five.

M. "Station 1" means the portion of the building that the Fire Department leases from West St. Paul.

N. "Station 2" means the portion of the building that the Fire Department leases from South St. Paul.

O. "Uncontrollable Circumstances" means a delay resulting from a cause over which the Party required to make performance does not have control and that cannot or could not have been avoided by the exercise of reasonable care, including acts of God, accidents, war, civil unrest, embargoes, strikes, litigation, and delays of other Parties in the performance of its obligations under or incidental to this Agreement.

ARTICLE TWO
FIRE SERVICES

Section 2.01 **Engagement for Fire Services**. The Cities hereby engage the Fire Department to furnish Fire Services as of its Operational Date, within the present and future corporate limits of the Cities, and the Fire Department agrees to provide the Fire Services upon the terms and subject to the conditions of this Agreement, and subject to the occurrence of Uncontrollable Circumstances. In the event of Uncontrollable

Circumstances, the Fire Chief shall have the discretion to allocate resources as deemed in the best interest of the Parties.

Section 2.02 **Definition of Fire Services.** "Fire Services" means fire prevention services, fire protection services, and related services, including structural fire fighting, fire suppression, rescue, hazardous materials operational level response, fire code inspection and enforcement, fire code, confined space operational level response, preconstruction building plan review, fire investigation, vehicle extrication, basic life support, emergency medical services, public education about fire prevention and safety, and fire cause and origin determination.

Section 2.03 **Leased Space.** Each City shall provide and maintain adequate facilities within its jurisdiction in which the Fire Department Station 1 and Station 2 shall be located, pursuant to lease agreements entered into by each City with the Fire Department.

ARTICLE THREE
BUDGET MATTERS

Section 3.01 **Budget Process**. The Fire Department shall provide each City Council with its proposed gross Budget by July 15 each year. Each City shall equally share the cost of the annual Budget, which shall be due and payable in quarterly installments on January 1, April 1, July 1 and a final payment reconciling the balance due by October 31.

Section 3.02 **Advances in the Budget.** The Fire Department may request an advance from each City for a payment not yet due, but at no point shall the total annual payments made to the Fire Department by each City exceed its portion of the amount of the Budget, unless approved by both City Councils. Each City agrees to pay such advance within 30 days of the request.

Section 3.03 **Judgment and Liabilities.** In the event that the Fire Department is levied a judgment or liability or incurs an unanticipated and reasonably necessary expense that is not covered by insurance or another funding source, each City shall equally share the costs of such judgment, liability or necessary expense and shall pay the Fire Department within 30 days of the request by the Fire Department.

Section 3.04 **Quarterly Reporting to Councils.** The Fire Chief shall present written budget reports to the City Councils on a quarterly basis, or more often, if so requested by the Councils.

Section 3.05 **Audit**. The Board shall cause an annual audit of the financial affairs of the Fire Department to be performed by an independent certified accountant in accordance with generally accepted auditing principles. A copy of the audit shall be provided to each City Council by June 30 of each year, unless an extension is approved by both city Councils.

Section 3.06 **Billing Residents.** The Fire Department may charge property owners, residents or non-residents who use the Fire Services by directly invoicing them for Fire Services provided, including, but not limited to ambulance fees, fire permits, special equipment costs, false alarms, hazardous material response and inspections.

ARTICLE FOUR
FINANCIAL SERVICES

Section 4.01 **Contributed Financial Services.** West St. Paul shall provide the Fire Department with Financial Services on the attached Exhibit A.

ARTICLE FIVE
VEHICLE MAINTENANCE SERVICES

Section 5.01 **Contributed Vehicle Maintenance Services**. Fire Department shall engage South St. Paul to provide Vehicle Maintenance Services for all vehicles owned and operated by the Fire Department to keep them in good, operating condition. The Vehicle Maintenance Services shall be performed pursuant to the schedule provided on Exhibit B. The Fire Department may elect to undertake simple repairs and parts replacements when South St. Paul maintenance services are not available or when the Department can more practicably perform the work. Upon submittal of an appropriate parts billing invoice, South St. Paul shall duly reimburse the Department for that part's cost.

Section 5.02 **Definition of Vehicle Maintenance Services.** "Vehicle Maintenance Services" means scheduled, preventative, and/or routine vehicle maintenance such as oil changes, tire changes, brake servicing, tune-ups, replacement of filters, and coolant flushing. It also includes routine and ordinary repair and replacement of damaged, failing or worn vehicle components, including batteries and headlights. Vehicle Maintenance Services does not include the purchase of tires for engine and ladder trucks, bodywork or the repair or replacement of ancillary equipment related to the fire fighting operations.

Section 5.03 **Location of Services.** Most truck chassis repairs shall be performed at the South St. Paul Municipal Service Center, with the exception of pump testing, spring repair and tire repair. The Service Center will stock items needed for routine and ordinary maintenance. In unique cases, the work may be performed at Station 1, Station 2 or roadside.

ARTICLE SIX
INFORMATION TECHNOLOGY MATTERS

Section 6.01 **Contributed Information Technology Services in West St. Paul**. The Fire Department shall engage West St. Paul to provide Information Technology Services to the Fire Department for the members of the Fire Department in Station 1 at no cost to the Fire Department.

Section 6.02 **Contributed Information Technology Services in South St. Paul.** The Fire Department shall engage South St. Paul to provide Information Technology Services to the Fire Department for the members of the Fire Department in Station 2 at no cost to the Fire Department.

Section 6.03 **Definition of Information Technology Services.** "Information Technology Services" means first-response trouble-shooting of computer and Internet systems, basic systems maintenance and user support.

ARTICLE SEVEN
INDEMNIFICATION

Section 8.01 **Mutual Indemnification**. The Parties shall mutually indemnify and hold each other, and each of their respective elected official, officers, and employees, harmless from and against any and all liability and expense of any kind, including legal costs and reasonable attorneys' fees, arising from the negligent acts or omissions of the other Parties, their elected officials, officers, and employees with respect to their performance of this Agreement.

Section 8.02 **Liability Limitation**. The indemnity under Section 8.01 above does not constitute a waiver by any of the Parties of limitations of liability provided by applicable Minnesota law, including Minnesota Statutes, Chapter 466.

ARTICLE EIGHT
INSURANCE

Section 9.01 **Insurance**. The Parties and their personnel shall be covered by a policy or policies of general liability insurance in amounts of coverage not less than the limitations of liability under Minnesota Statute, Section 466.04, as it may be amended from time to time, or a successor statute.

ARTICLE NINE
TERM

Section 10.01 **Term**. This Agreement shall be effective on January 1, 2020, and shall continue until December 31, 2021, unless terminated (a) by agreement of the Parties; or (b) upon dissolution of the Fire Department under Article Nine of the Joint Powers Agreement.

ARTICLE TEN
GENERAL PROVISIONS

Section 11.01 **Notices**. Each notice, approval, consent, communication, and delivery required or permitted under this Agreement shall be delivered in person, by facsimile transmission, or first class mail to facsimile numbers or addresses provided below and shall be deemed received (a) if delivered in person, on the date of personal delivery; (b) if transmitted by facsimile, on the date of telephonic confirmation of receipt; or (c) if sent by first class mail, on the third business day after mailing.

If to the City of South St. Paul:	City of South St. Paul Municipal Building 125 Third Avenue North South St. Paul, MN 55075 Attn: City Administrator Fax: (651) 554-3201
If to the City of West St. Paul:	City of West St. Paul City Hall 1616 Humboldt Avenue West St. Paul, MN 55118 Attn: City Manager Fax: (651) 552-4190
If to Fire Department, by certified mail:	South Metro Fire Department 1650 Humboldt Avenue West St. Paul, MN 55118 Attn: Fire Chief Fax: (651) 552-4195

Any Party, by written notice to the other Parties, may change its address or addressee.

Section 11.02 **Counterparts**. This Agreement may be signed in more than one counterpart, each of which shall be deemed to be an original, but all of which taken together shall be deemed a single instrument.

Section 11.03 **Effect of Termination**. This Agreement shall continue in effect upon and after its termination, to the extent necessary for the enforcement of any of its provisions that apply subsequent to any such termination.

Section 11.04 **Non-assignability**. A Party shall not assign any interest in this Agreement nor shall transfer any interest in the same, without the prior written consent of the other Parties.

Section 11.05 **Alteration**. Any alteration, amendment, variation, modification, or waiver of the provision(s) of this Agreement shall not be valid until it has been reduced to writing and signed by the Parties.

Section 11.06 **Waiver**. The waiver of any of the rights or remedies under this Agreement on any one occasion by any Party shall not constitute a waiver of any rights or remedies with respect to any subsequent breach or default of the same terms of this Agreement. The rights and remedies provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

Section 11.07 **Severability**. If any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be unenforceable.

Section 11.08 **Governing Law**. This Agreement shall be governed by, and construed in accordance with the laws of the State of Minnesota.

Section 11.09 **Headings**. The headings to the sections of this Agreement are only for convenience of reference and are not intended, nor shall they be construed, to modify, limit, or expand the intent of the Parties as expressed in this Agreement.

Section 11.10 **Further Actions**. The Parties agree to execute such further documents and take such further actions as may reasonably be required to carry out the provisions and intentions of this Agreement.

Section 11.11 **Parties in Interest**. This Agreement shall be binding upon and inure solely to the benefit of the Parties, and nothing in this Agreement, express or implied, is intended to confer upon any other person or entity any rights or remedies of any nature under or by reason of this Agreement.

Section 11.12 **Effective Date**. This Agreement shall be effective as of the date first written above.

Section 11.13 **Review of Services.** Services contributed by each City shall be reviewed biennially by the Fire Chief as to whether the monetary value of the contributed services is roughly equivalent. Unresolved differences of opinion from the Parties about the rough equivalence of contributed services shall be forwarded to the South Metro Fire Board for consideration and direction.

The Parties have executed this Agreement by their respective duly authorized representatives in the date set forth opposite their names.

Dated: January 31, 2020.

SOUTH METRO FIRE DEPARTMENT

By: _____
Name: David J. Napier
Title: President

Dated: _____ _____, 2020.

CITY OF SOUTH ST. PAUL

By: _____
Name: James P. Francis
Title: Mayor

and

By: _____
Name: Christy Wilcox
Title: City Clerk

Dated: _____ _____, 2020.

CITY OF WEST ST. PAUL

By: _____
Name: David J. Napier
Title: Mayor

and

By: _____
Name: Ryan Schroeder
Title: City Manager

EXHIBIT A
FINANCIAL SERVICES

- Prepare and submit all W-9s and 1099s.
- Enter receipts into New World accounting system
- Prepare various financial related reports as needed
- Cash-flow analysis and recommendations
- Reconcile bank statements on a monthly basis
- Prepare and track federal and state gas tax refunds
- Prepare and track quarterly MN Care tax payments
- Reconcile petty cash and operating cash funds as needed
- Coordinate annual audit and prepare audit workpapers

EXHIBIT B
VEHICLE MAINTENANCE SERVICES SCHEDULE

- Front line trucks will be serviced three (3) (150 hrs) times per year.
- Front line ambulances will be serviced four (4) (150 hrs) times per year.
- Second line trucks will be serviced two (2) times per year.
- Administrative vehicles will be serviced every 3,000 miles.
- Small engine components mounted on trucks will be incorporated into the service interval times.
- Trailers, boats and ATV will be serviced one (1) time per year and inspected periodically for safety defects.
- Small engine equipment stored in the vehicles or Department facilities will be inspected periodically and serviced accordingly or as needed.
- One (1) time per year a Department of Transportation inspection will be included in one of the regular scheduled services for the above vehicles. No certificate is required; however, all forms related to such inspection shall be completed by the Service Center and submitted to the Fire Department.
- All vehicles will have a service slip outlining repair or Preventative Maintenance initiated by the Fire Department. Forms will be completed by the Service Center and returned with the vehicle.
- The Fire Department and Service Center will designate members for a Quality Assurance Process (QA). The QA will meet a minimum of once per quarter.
- All phone calls to the Service Center will be returned within 4 hours.
- The Fire Department will forward to the Service Center staff all NIOSH safety directives. The Service Center personnel will review the documentation and reports.

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

From: **Melissa Sonnek, City Planner**

Date: **January 27, 2020**

Conditional Use Permit, Site Plan, and Preliminary Plat Review for 1140 Robert St.

BACKGROUND INFORMATION:

On behalf of Wakota Life Center, Dan Saad is requesting the approval of the following applications in order to construct a new 9,785 sq. ft. medical office at 1140 Robert St:

1. Site plan for the redevelopment of the property,
2. Conditional use permit to allow a medical office, and
3. Preliminary plat to combine lots.

Please refer to the attached Planning Commission report for more details on the request.

ATTACHMENTS:

Applications and Public Notice
Planning Commission Staff Memo
Staff Correspondence
Submitted Plans

PLANNING COMMISSION:

The Planning Commission met in regular session on January 21st, 2020 and held a public hearing. Several members from the public came forward to speak on this item, many voicing multiple concerns around the following themes:

- If the proposed use properly aligned with the code definition of a "medical use",
- If the building design, footprint, and scale are in harmony with the recommendations of the Renaissance Plan Update,
- Unfavorable toward the business/building since the non-profit status does not pay property taxes,
- The characteristics of the proposed building do not complement the existing buildings or area,
- Integrity and value of the medical services being provided at the site,
- False or misinformation on the Wakota website,

The Planning Commission discussed the following items:

- Pedestrian safety concerns if the shared parking lots are not directly abutting the property,
- The potential increase in traffic and if the proposed parking would be able to accommodate the increase,
- Signage and enforcement of the parking agreements to ensure patrons are parking in appropriate locations,
- Long term plans to maintain the required amount of parking, and
- Overall scale of the building/footprint on the site.

The Planning Commission voted 6-0 to recommend denial of all the applications. Denial of the conditional use permit, as they did not believe the site truly operated as a medical office use, denial of the site plan due to the large building footprint, and denial of the preliminary plat due to the denial of the site plan.

Since this time, City Staff has communicated (see attached memo dated 01/23/2020) that since only 13% of the services Wakota Life offers can be considered medical, this does not qualify the site as a medical office. Therefore, if the use is not a medical office, then the use becomes a general office. If and when Wakota Life decides to expand or alter its services to be primarily medical, meaning more than 50%, they can apply for a conditional use permit at that time. Wakota Life would like to move forward with the request as a CUP (see attached response from their attorney).

STAFF RECOMMENDATION:

City Staff is recommending approval of the site plan because the building side, location, and overall footprint all comply with the zoning ordinance.

Staff recommends APPROVAL of the SITE PLAN to allow for the construction of a new medical office building at 1140 Robert St. subject to the submitted plans and the following conditions:

1. Council approval of the corresponding conditional use permit and plat applications,
2. The property is to maintain the minimum number of parking spaces required by code.
3. The applicant shall ensure that Wakota employees park in one of the shared parking lots, rather than the adjacent Wakota lot,
4. The applicant shall apply for and obtain all applicable building and sign permits,
5. The applicant shall ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties,
6. The applicant shall alter the building elevations to incorporate at least 40% window coverage on the southern elevation prior to submitting building permit applications,
7. The applicant shall revise the plans to incorporate at least two of the visual relief criteria on the northern elevation,
8. The applicant shall ensure that all mechanical protrusions are properly screened as per section 153.032 (F) of the code,
9. The applicant shall ensure that any/all trash enclosures comply with section 153.032 (F)6 of the zoning code,
10. The applicant shall ensure that all signage meet the requirements of Section 153 of the zoning code,
11. The applicant shall adhere to the recommendations of the Environmental Committee per the attached memo dated December 11, 2019.
12. The applicant shall adhere to all items outlined in the WSB Engineering Memo dated January 8, 2020, and
13. The applicant shall enter into a stormwater management agreement with the city for the proposed stormwater filtration basin.

Staff recommends DENIAL of the CONDITIONAL USE PERMIT to allow a Medical Office in a B3, General Business District at 1140 Robert St. for the following reason:

1. Based on the discussion during the Planning Commission public hearing and the testimony from the applicant, evidence supports that the subject property is not being used as a medical office, and therefore the CUP should be denied.

City Staff is recommending approval of the preliminary plat because all components comply with the code.

Staff recommends APPROVAL of the PRELIMINARY PLAT for 1140 Robert St. subject to the submitted preliminary plat drawing and the following conditions:

1. Council approval of the corresponding conditional use permit and site plan applications,
2. The applicant shall submit a final plat for formal review by the Planning Commission and City Council within one year,
3. Upon submittal of the final plat, the applicant shall include 10 foot drainage/utility easements along the front property line and a 5 foot drainage/utility along all interior property lines with the exception of those areas covered by the proposed building, and
4. The applicant shall record the final plat at Dakota County prior to occupancy of the new building.

CITY OF
WEST ST. PAUL

City Hall
1616 Humboldt Avenue
West St. Paul, MN 55118
651-552-4100
FAX 651-552-4190
www.wspmn.gov

SITE PLAN APPLICATION

Filing Fee: $275.00

Escrow Amount: $1,300.00

Total Fees: $ 1575.00

OFFICE USE ONLY

Case No: 19-15

Date Received: 11/22/19

Receipt No:

60 Day Date: 1/21/20

Street Address of Parcel: 1140 ROBERT ST SOUTH, WEST SAINT PAUL, MN 55118

Name of Applicant: DAN SAAD

Phone # 651-457-1195

Address of Applicant: 1140 ROBERT ST. SOUTH
WEST SAINT PAUL, MN 55118

Email: DAN@WAKOTA.ORG

Name of Owner: DAN SAAD

Phone # 651-457-1195

Address of Owner: 1140 ROBERT ST. SOUTH
WEST SAINT PAUL, MN 55118

Email: DAN@WAKOTA.ORG

SITE INFORMATION

Legal/PID # of the Property Involved: 42-01700-61-032

Present Zoning: B-3

Proposed Use of Parcel: BUSINESS-CLINIC (<50 EMPLOYEES)

What will be the effect(s) on existing and anticipated traffic conditions, including parking facilities on adjacent streets: REFER TO EXHIBIT "A"

EXHIBITS REQUIRED

1. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 copies in sets and folded plans, showing application information as follows:
    a. A survey, scaled and dimensioned, site plan showing pertinent existing conditions, such as: parking layout, access provisions, structure locations, drainage, lot area, and yard dimensions, including but not limited to the surrounding parcels within 150 feet.
    b. A complete set of preliminary drawings prepared and signed by a registered civil engineer, architect, and/or landscape architect showing:
        i. A site plan indicating parking layout, access provisions, structure locations, any fences, walls, or other screening, including height and type of material, landscaping, drainage, trees and shrubbery, including types, locations, and sizes,
        ii. Building elevations, including finishes on all buildings on all sides,
        iii. All lighting provisions on site, including type, location, and lumens affecting the surrounding parcels and streets,
        iv. Curb type and location on site, and
        v. Proposed plans for sidewalk to service, parking, recreation, and service areas within the site.

REFER TO EXHIBIT "B"

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the State of Minnesota.

Signature of Owner (Required)	651-457-1195 Phone Number
Signature of Applicant (If different)	Phone Number

NOTE: All Materials relevant to this Application must be filed on or before the dates listed on the Operating Procedures for Applicants page. The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

LAPSE OF SITE PLAN: An approved site plan shall lapse and become null and void six months following the date on which the Plat was approved, unless prior to the expiration of six months a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site. An approved Site Plan may be renewed once for a period of one year by the City Council.

FEES

1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the Zoning Administrator and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees.

2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorney's expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees, in excess of the deposit, shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.

WHAT WILL BE THE EFFECT ON THE EXISTING AND ANTICIPATED TRAFFIC CONDITIONS, INCLUDING PARKING FACILITIES AND ADJACENT STREETS?

Existing Traffic Conditions:

The existing joint parking facility provides approximately thirty (30) parking stalls by combining both Wakota Life Care Center, Inc. (Wakota) and Raddatz Dance Studio (Raddatz) properties. In addition to that, approximately five (5) street parking spaces are also available along Westchester Place (see Exhibit "B").

Based on the current zoning ordinance (Sect. 153.348-R), Wakota is required to provide ten (10) stalls and Raddatz twenty-four (24). Although the sum of these numbers exceeds the thirty (30) stalls currently available, Wakota and Raddatz business hours do not coincide and the parking requirements are not computed concurrently.

Anticipated Traffic Conditions:

The proposed improvements only include resurfacing the parking area within Wakota's newly plated property, but take in consideration capacity for parking spaces available also in Raddatz, Twins Venture LLC (Twins) and Rivera Chiropractic Center lots, which are within the one hundred (100) feet maximum distance limit for joint parking facilities as stipulated in the zoning ordinance (Sect. 153.346-F). The total number of stalls required is of 105, while 114 are being provided as shown in the table below, exceeding the minimum parking stalls required by the city ordinance (Sect. 153.348).

Shared Parking lot Calculations:	Required:	Provided:		
Wakota:	37	15		
Twins	16	30		
Rivera	28	45		
Raddtaz	24	24		
Total Provided:	105	114	**9**	Surplus stalls

In summary and for the reasons stated above, construction of the new proposed clinic won't have any effect on the existing traffic conditions and will remain relatively the same as the required increase in number of parking spaces is of only seven (7) stalls, from thirty (30) existing to thirty-seven (37) required.

The parking lot will be constructed meeting city ordinances, applicable codes and with safety in mind, including ADA accessible stalls.

CITY OF
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1616 Humboldt Avenue
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651-552-4190
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CONDITIONAL USE PERMIT APPLICATION

Filing Fee: $275

Escrow Amount: $400 (Residential)
$800 (Commercial)

TOTAL FEES: $ 1075.00

Office Use Only

Case No: PC 19-15

Date Received: 11/22/19

Receipt #

60 Day Date: 1/21/20

Street Address of Parcel: 1140 ROBERT ST SOUTH, WEST SAINT PAUL, MN 55118

Name of Applicant: DAN SAAD

Phone # 651-457-1195

Address of Applicant: 1140 ROBERT ST SOUTH
W. ST. PAUL, MN 55118

Email: DAN@WAKOTA.ORG

Name of Owner: DAN SAAD

Phone # 651-457-1195

Address of Owner: 1140 ROBERT ST SOUTH
W. ST. PAUL, MN 55118

Email: DAN@WAKOTA.ORG

Legal/PID # 42-01700-61-032

Present Zoning: B-3

Proposed Use of Parcel: BUSINESS-CLINIC (<50 EMPLOYEES)

Zoning Section Authorizing CUP: 153.141 CONDITIONAL USES - (I) MEDICAL CLINIC

What will be the effect of the proposed use on the health, safety, and welfare of the occupants of the surrounding parcels?

REFER TO EXHIBIT "A", PAGE 1

What will be the effect on existing and anticipated traffic conditions, including parking facilities and adjacent streets?

REFER TO EXHIBIT "A", PAGE 1

What will be the effect of the proposed use on the Comprehensive Plan?

REFER TO EXHIBIT "A", PAGE 2

EXHIBITS REQUIRED

A. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies, of a map or plat showing the property on which the Conditional Use Permit is requested, and all parcel within 150 feet of the boundaries of the subject parcel.

REFER TO EXHIBIT "B"

B. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies in sets and folded plans, showing application information as follows:

a. Proposed and existing topography and drainage.

b. A complete plan prepared and signed by a registered Civil Engineer, Architect, and/or Landscape Architect showing:

i. The parking layout, access provisions, structure locations, landscaping, drainage, trees, and shrubbery including types, locations, and sizes,

ii. Any fences, walls, or other screening, including height and type of material,

iii. All lighting provisions including type, location, and lumens affecting the surrounding parcels and streets,

iv. Curb type and location on site, and

v. Proposed plans for sidewalk to service, parking, recreation and service areas within the site.

REFER TO EXHIBIT "C"

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the State of Minnesota.

Signature of Owner (Required)	651-457-1195 Phone Number
Signature of Applicant (If different)	Phone Number

NOTE: All Materials relevant to this Application must be filed on or before the dates listed on Operating Procedures for Applicants page.

The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

LAPSE OF CONDITIONAL USE PERMIT:

An approved Conditional Use Permit shall lapse and become null and void six months following the date on which the Conditional Use Permit was approved, unless prior to the expiration of six months a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the subject site, or a Certificate of Occupancy is issued by the Building Official. A Conditional Use Permit may be renewed once for a period of one year by the City Council.

FEES:

1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the City Planner and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees.

2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorney's expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees in excess of the deposit, shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.

WHAT WILL BE THE EFFECT OF THE PROPOSED USE ON THE HEALTH, SAFETY AND WELFARE OF THE OCCUPANTS SURROUNDING PARCELS?

Wakota Life Care Center, Inc, (Wakota) plans to expand its current Clinic footprint to accommodate programming growth in response to the community's evolving needs. The existing one-story structure, constructed in the 1950s, will be torn down and replaced with a newly constructed two-story building, erected in compliance with Zoning Ordinances and applicable building codes.

The new building will be equipped with a new sprinkler system, fire rated exterior walls, handicap accessible parking and facilities, energy efficient equipment and taking advantage of modern construction techniques. Health, Life safety and Welfare of the public is an important focus point for the construction of the new facility. The existing structures abutting the property do not meet those standards and the project will represent a significant improvement in the safety and welfare of the occupants as well as those of the surrounding parcels.

WHAT WILL BE THE EFFECT ON THE EXISTING AND ANTICIPATED TRAFFIC CONDITIONS, INCLUDING PARKING FACILITIES AND ADJACENT STREETS?

Existing Traffic Conditions:

The existing joint parking facility provides approximately thirty (30) parking stalls by combining both Wakota Life Care Center, Inc. (Wakota) and Raddatz Dance Studio (Raddatz) properties. In addition to that, approximately five (5) street parking spaces are also available along Westchester Place (see Exhibit "B").

Based on the current zoning ordinance (Sect. 153.348-R), Wakota is required to provide ten (10) stalls and Raddatz twenty-four (24). Although the sum of these numbers exceeds the thirty (30) stalls currently available, Wakota and Raddatz business hours do not coincide and the parking requirements are not computed concurrently.

Anticipated Traffic Conditions:

The proposed improvements only include resurfacing the parking area within Wakota's newly plated property, but take in consideration capacity for parking spaces available also in Twins Venture LLC (Twins) adjoining lot, which is within the one hundred (100) feet maximum distance limit for joint parking facilities as stipulated in the zoning ordinance (Sect. 153.346-F). Wakota and Twins parking area account for fifteen (15) and fourteen (14) stalls respectively, computing a total of twenty-nine (29) parking spaces (this application does NOT take into account the shared parking lot agreement with Raddatz).

Based on the new Wakota building area and proposed use, a total of thirty-seven (37) off-street parking stalls will be required in accordance with the zoning ordinance (Sect. 153.348). A variance application is being submitted to account for the discrepancy of eight (8) parking stalls so the number of parking spaces can be brought into compliance. As stated above, five (5) additional street spaces are also available along Westchester Place, condition which will remain unchanged.

The parking lot will be constructed meeting city ordinances, applicable codes and with safety in mind, including ADA accessible stalls.

In summary and for the reasons stated above, construction of the new proposed clinic won't have any effect on the existing traffic conditions and will remain relatively the same as the required increase in number of parking spaces is of only seven (7) stalls, from thirty (30) existing to thirty-seven (37) required.

WHAT WILL BE THE EFFECT OF THE PROPOSED USE OF THE COMPREHENSIVE PLAN?

Our goal is for Wakota to become both a focal point of the community and a recognizable landmark of our City streetscape, particularly on the north end of the Robert Street corridor.

The proposed structure takes in consideration the Comprehensive Plan, which encourages:

- The design of the new structure will meet high-bar zoning standards, in alignment with the Robert Street Renaissance Plan.
- Promote the economic development of this commercial corridor and provide services to local residents and surrounding communities.
- Durable finish materials, pleasant aesthetics, landscaping to enhance curb appeal.
- Building expansions evolving toward the street and parking lots located behind or between buildings.
- The used of shared parking facilities between adjacent property owners.
- Consolidation of smaller parcels and parking lots to minimize isolated, individualized parcels that necessitates numerous curb cuts, promoting greater pedestrian accessibility.
- Also, the new structure will be brought up to applicable code standards, thereby improving public safety and welfare.

CITY OF
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FAX 651-552-4190
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PLATTING APPLICATION

Filing Fee: $275 + $2 each lot

Escrow Amount: $600 (1-2 lots)

$1,600 (3 or more lots)

Total Fees: $ 877.00

OFFICE USE ONLY

Case No: PC 19-15

Date Received: 11/22/19

Receipt No:

60 Day Date: 1/21/20

CONTACT INFORMATION

Name of Applicant:

Phone # 651-457-1195

Address of Applicant: 1140 ROBERT ST. S W. ST PAUL MN 55118

Email: DAN@WAKOTA.ORG

Name of Owner: DAN SAAD

Phone # 651-457-1195

Address of Owner: 1140 ROBERRT ST. S W.ST PAUL MN 55118

Email: DAN@WAKOTA.ORG

Name of Surveyor: EDS

Phone # 763-545-2800

Address of Surveyor: 6480 Wayzata Blvd. Minneapolis MN 55426

Email: vsivriver@edsmn.com

Name of Engineer:

Phone # 763-545-2800

Address of Engineer: 6480 Wayzata Blvd. Minneapolis MN 55426

Email: vsivriver@edsmn.com

PLAT INFORMATION

Legal/PID # of the Property Involved: 42-01700-61-032

Total Acreage: 0.3 combined

Proposed Number of Lots: 2

Proposed Name of Plat: WAKOTA LIFE ADDITION

Plat meets all minimum subdivision requirements. If not, explain: YES

EXHIBITS REQUIRED

1. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 copies of the proposed plat/final plat in sets.

ACKNOWLEDGE AND SIGNATURE

The undersigned hereby represents upon all penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the State of Minnesota.

10-25-19 651-457-1195

Signature of Owner (Required) Phone Number

651-457-1195

Signature of Applicant (If different) Phone Number

NOTE: All Materials relevant to this Application must be filed on or before the dates listed on the Operating Procedures for Applicants page. The Planning Commission holds its regular meeting at 7:00pm on the third Tuesday of each month.

LAPSE OF PLAT: An approved Plat shall lapse and become null and void six months following the date on which the Plat was approved, unless prior to the expiration of six months the Plat is recorded at Dakota County

FEES

1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the Zoning Administrator and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultant, legal, planning, and engineering fees.

2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorney's expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report and recommendation to the City Council concerning the application. All reasonable expenses and fees in excess of the deposit shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.

CITY OF WEST ST. PAUL

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CITY OF WEST ST. PAUL, MN
NOTICE OF PUBLIC HEARING

The listed items below will be a Public Hearing at the Planning Commission Meeting Tuesday, December 17, 2019 at 7:00 pm and a Public Hearing at the City Council Meeting Monday, January 13, 2020 at 6:30 p.m.:

> **PC Case 19-15 – Conditional Use Permit, Site Plan, and Preliminary Plat review for the construction of a new medical office building at 1140 Robert St. – Dan Saad**

If you have any questions regarding the hearing item listed above, please contact Ben Boike, Assistant Community Development Director/City Planner at (651) 552-4134.

For Informational Purposes Only – Not for Publication

Shirley Buecksler
City Clerk

Published: December 8, 2019
Twin Cities Pioneer Press
Posted: December 4, 2019
City of West St. Paul

CITY OF WEST ST. PAUL

Planning Commission Report

To: **Planning Commission**

From: **Melissa Sonnek, City Planner**

Date: **January 21, 2020**

Conditional Use Permit, Site Plan, and Preliminary Plat Review for 1140 Robert St.

REQUEST:

On behalf of Wakota Life Center, Dan Saad is requesting the approval of the following applications in order to construct a new 9,785 sq. ft. medical office at 1140 Robert St:

1. Site plan for the redevelopment of the property,
2. Conditional use permit to allow a medical office, and
3. Preliminary plat to combine lots.

Attachments:
Applications/Narrative/Notice
Memos from the Env. Comm. and Engineering Consultant
Submitted plans

CURRENT USES AND ZONING:

	Use	Zoning
Subject Property	Medical Office	B3, General Business
Properties to North	Commercial	B3, General Business
Properties to East	Single-family homes	R1, Single-family
Properties to South	Commercial	B3, General Business
Properties to West	Commercial	B3, General Business

1) SITE PLAN ANALYSIS:

Proposal
Wakota Life is proposing to tear down their existing 2,000 sq. ft. building at 1140 Robert St. and build a new, two story 9,785 sq. ft. building (see attached plans). The proposed building will be located on the same lot as the existing building (fronting Robert St.) with parking remaining at the rear of the property. As stated in the applicant's narrative, the proposed expansion is to accommodate programming growth in response to the community's evolving needs.

Building Setbacks
The B3 - General Business District requires the below listed building setbacks. The proposed site plan/preliminary plat complies with all of the building setbacks.

	Req. Setbacks	Proposed Setbacks
Front	10 – 40 ft.	13.3 ft.
Rear	20 ft. min	50 ft.
Side (north)	0 ft. min.	0 ft.
Side (south)	0 ft. min.	0 ft.

Parking Setbacks
The B3 - General Business District requires the below listed parking setbacks.

	Req. Setbacks	Proposed Setbacks
Front	Not Permitted	N/A
Rear	10 ft. min	0 ft.
Side (north)	0 ft, min	0 ft.
Side (south)	0 ft, min	0 ft.

The proposed site plan complies with all of the parking setbacks as detailed, with the exception of the rear parking lot setback. Despite the fact that the rear parking setback is located on the Raddatz lot (east half of the parking lot is owned by Raddatz Dance Studio with the west half owned by the applicant), since the eastern lot is not owned by Wakota Life, the City is unable to require that the adjacent property be brought into compliance. The two properties are currently in negotiation to repave and restripe the entire parking lot and to install curb and landscaping on the eastern most side of the property. The City is intending to plant the boulevard area to match the adjacent properties.

Parking Counts
The proposed site plan includes a total of 15 parking stalls in the Wakota side of the parking lot located behind the building. Based on the size of the new building, the site would need a total of 37 parking stalls to be in compliance with the code.

In order to provide the additional required parking, Wakota has obtained two parking agreements from adjacent properties; Twin Ventures at 1152 Robert has agreed to share 14 parking stalls and Rivera Chiropractic has agreed to share 10 parking stalls. With these parking agreements in place (see attachments), Wakota is able to provide the number of parking stalls required by code without a variance.

The code does allow for shared parking across multiple properties, as long as there is enough parking for each use. As such, City Staff is recommending a condition of approval that Wakota Life is to

maintain the minimum number of parking spaces required by code. If Wakota is unable to provide the necessary parking (i.e. a parking agreement is terminated) then the conditional use permit may be revoked.

Drive Aisle and Parking Stall Dimensions
The submitted plans call for one-way circulation through the parking lot. The zoning ordinance allows for a minimum one-way drive aisle width of 15 feet. The proposed parking lot layout meets this requirement. In regard to parking stall dimensions, the proposed layout calls for 9' x 20' parking stalls and 9' x 23' parallel parking stalls, both of which meet minimum requirements.

Curbing
The proposed site plan only includes curbing for a proposed sidewalk at the rear of the new building. The zoning ordinance requires curbing for all commercial parking lots. Since the existing parking lot is being modified as part of this project, typically the site plan process would require that the entire lot be brought into compliance with this requirement. However, this parking lot is unique in that all of the adjacent parking lots are also legal non-conforming and do not have curbing. Based on this and the proposed shared parking across multiple properties, Staff does not believe it is necessary to require curbing along the west, south, and north property lines.

Site Access and Sidewalk Connectivity
Vehicular access to the Wakota lot will be provided via an existing curb cut on Westchester Place, at the rear of the property through the Raddatz parking lot. Pedestrian access to the new building will be provided by a sidewalk from the public sidewalk on Robert St. to the front door, as well as through a door at the rear of the building.

Lighting
The applicant is not proposing exterior lighting as part of the project. Should the applicant opt to include exterior lighting in the future, all lighting shall be subject to the zero foot-candle requirement at all property lines.

Landscaping
The property currently has a small lawn between the Robert St. sidewalk and the front of the building. There are currently no trees on-site. The landscaping portion of the zoning code outlines a requirement of one quality tree per 20 lineal feet of property line, which equates to 30 trees. The proposed landscape plan calls for a smaller/reduced green space in the front yard setback, which will include 3 deciduous Swedish Aspen trees and 16 Juniper bushes.

Staff is comfortable recommending approval of the proposed landscaping due to relatively small amount of impervious surface being added. Staff also believes that the proposed landscaping area would not be able to support a larger number of mature trees.

Environmental Committee Review
The Environmental Committee reviewed the proposed landscape plan at their December 4, 2019 meeting. The Committee discussed the plan, including looking at aerial images of the existing conditions. Members were fine with the proposed number and variety of trees, and the choice of bushes. There was some concern about the increase in impervious surface are and the plan for stormwater treatment. Members agreed that a green roof would be a great addition to this development. There was also a short discussion about dressing up the rear parking area. Members would like to see native plantings in this area and not just a mowed lawn.

The Environmental Committee recommended approval of the plans with following additional recommendations:

1. The applicant is encouraged to use "pollinator friendly" native plants that were not treated with "neonicotinoids",
2. The applicant is encouraged to consider a green roof for stormwater treatment,
3. The applicant is encouraged to utilized dark sky technology for exterior lighting, and
4. The applicant is encouraged to include native plantings in rear yard landscape buffer.

Staff is requiring as a condition of approval that the applicant consider the recommendations of the Environmental Committee.

Construction Materials
The applicant is proposing a combination of cement based lap siding (primary material), masonry (primary material), aluminum storefront (primary material), and metal (secondary material). The proposed materials adhere to the requirements of the zoning ordinance.

Window Coverage
The submitted plans show an adequate amount of window coverage on the east and west elevations. The code requires that buildings maintain a minimum of 40% window coverage for walls that face a street, parking lot or open space. Since the proposed southern elevation does not meet the minimum window coverage requirement, City Staff is requiring as a condition of approval that the applicant alter the building elevations to incorporate at least 40% window coverage on the southern elevation.

Typically, City Staff would recommend the same for the northern elevation as well. However, the applicant is unable to provide the necessary windows on the northern elevation due to the proximity of the proposed building to the building to north (DulceMex – Candy Store). Building code does not allow for any openings on the northern side of the building, as a method for fire prevention/slowing.

Visual Relief
In the B3 – General Business district, all exterior walls that face a street, parking lot, or open space, which in this case is all sides, must not exceed 60 feet in length without visual relief. Visual relief can be accomplished by meeting two of the below listed criteria:

- The façade is divided architecturally with different materials and textures,
- There are horizontal offsets of at least two feet in depth,
- There are vertical offsets in the roofline of at least two feet, and
- The windows on the first floor are recessed horizontally at least one foot.

The submitted plans detail that the east, west, and south elevation meet this requirement; however, the northern elevation does not. Therefore, City Staff is requiring as a condition of approval that the applicant revise the plans to incorporate at least two of the visual relief criteria into the northern elevation in order to meet the code requirements.

Mechanical
The submitted plans do not include details on mechanical protrusions. As such, City Staff is requiring a condition of approval that all mechanical protrusions are properly screened as per section 153.032 (F).

Trash Enclosure
The submitted plans do not include a trash enclosure. Staff inquired as to whether or not the applicant was planning to include exterior trash and the applicant stated that they are planning to include an

enclosure at the southwest corner of the parking lot. If the applicant opts to include an enclosure, Staff is recommending a condition of approval that inclusion of exterior trash containers require a trash enclosure as detailed in Section 153.032 (F)(6) of the zoning ordinance.

Signage
The proposed plans do not include specifics on signage at this time. Staff is recommending a condition of approval requiring that all signage meet the requirements of Section 153 of the Zoning Ordinance.

Engineering/Storm water Review
The site plan was reviewed by an engineering consultant to specifically review stormwater requirements for the project.

The engineering consultant listed a number of recommendations regarding obtaining proper permits, storm and drainage calculations, and plan specifics. As such, City Staff is requiring as a condition of approval, that the applicant adhere to all items outlined in the WSB Engineering Memo dated January 8, 2020.

In addition, Staff is recommending a condition of approval that prior to obtaining a building permit, the applicant enter into a stormwater management agreement with the City for the proposed stormwater filtration basin.

2) CONDITIONAL USE PERMIT ANALYSIS

Zoning Ordinance
§ 153.171 CONDITIONAL USES.

Within the B3 - General Business District, no structure or land shall be used for the following uses, except by conditional use permit:

- Dental or medical office or clinic;

The B3 District requires a Conditional Use Permit for all medical offices. The existing business predates this requirement. Therefore, the business has been operating as a legal non-conforming use. The request to redevelop the property triggers the need to bring the use into compliance by obtaining a Conditional Use Permit.

Business Overview
Wakota's medical services include pregnancy testing and ultrasounds. They partner with Dr. Timothy Hernandez from Entira Family Clinics to interpret ultrasounds, providing 550 medical services in 2018.

Their material assistance program provides women and families maternity clothes, baby clothing through size 3T, diapers, wipes, car seats, high chairs, portable cribs, etc. Clients can come once a month to pick up diapers and clothes.

In 2018, Wakota distributed more than 99,000 diapers and 680 large baby items, such as car seats, portable cribs, strollers, and high chairs. They also offer family life education classes, which cover topics from natural fertility options and childbirth to breastfeeding and parenting. Other classes include: finance/budgeting, food/nutrition, healthy relationships, and employment. They are looking to add a mental health practitioner as well as part of the expansion.

Employees
Wakota currently has four full-time employees and five part-time employees. After completion of the new building, the applicant expects to add one additional full-time employee and one additional part-time employee in year one and again in year two.

Hours of Operation
Monday–Friday, 9 AM-5 PM

3) PRELIMINARY PLAT ANALYSIS:

Since the subject property was not previously platted, the City is requiring that the applicant plat the property (see attached preliminary plat drawing). The existing property consists of two un-platted parcels, the proposed plat would result in one parcel/lot consisting of .30 acres.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the SITE PLAN to allow for the construction of a new medical office building at 1140 Robert St. subject to the submitted plans and the following conditions:

1. Council approval of the corresponding conditional use permit and plat applications,
2. The applicant shall apply for and obtain all applicable building and sign permits,
3. The applicant shall ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties,
4. The applicant shall alter the building elevations to incorporate at least 40% window coverage on the southern elevation prior to submitting building permit applications,
5. The applicant shall revise the plans to incorporate at least two of the visual relief criteria on the northern elevation,
6. The applicant shall ensure that all mechanical protrusions are properly screened as per section 153.032 (F) of the code,
7. The applicant shall ensure that any/all trash enclosures comply with section 153.032 (F)6 of the zoning code,
8. The applicant shall ensure that all signage meet the requirements of Section 153 of the zoning code,
9. The applicant shall adhere to the recommendations of the Environmental Committee per the attached memo dated December 11, 2019.
10. The applicant shall adhere to all items outlined in the WSB Engineering Memo dated January 8, 2020, and
11. The applicant shall enter into a stormwater management agreement with the city for the proposed stormwater filtration basin.

Staff recommends APPROVAL of the CONDITIONAL USE PERMIT to allow a Medical Office in a B3, General Business District at 1140 Robert St. subject to the following condition:

1. Council approval of the corresponding site plan and plat applications, and
2. The property is to maintain the minimum number of parking spaces required by code.

Staff recommends APPROVAL of the PRELIMINARY PLAT for 1140 Robert St. subject to the submitted preliminary plat drawing and the following conditions:

1. Council approval of the corresponding conditional use permit and site plan applications,
2. The applicant shall submit a final plat for formal review by the Planning Commission and City Council within one year,
3. Upon submittal of the final plat, the applicant shall include 10 foot drainage/utility easements along the front property line and a 5 foot drainage/utility along all interior property lines with the exception of those areas covered by the proposed building, and
4. The applicant shall record the final plat at Dakota County prior to issuance of a building permit to construct the new building.

LEVANDER,
GILLEN &
MILLER, P.A.
ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
DANIEL J. BEESON
ANGELA M. LUTZ AMANN
KORINE L. LAND
DONALD L. HOEFT
BRIDGET McCAULEY NASON
PETER G. MIKHAIL
TONA T. DOVE
AARON S. PRICE
DAVID L. SIENKO
CASSANDRA C. WOLFGRAM
CASSANDRA J. BAUSTISTA

MEMO

TO: **Rich Gabriel**
FROM: **Kori Land, City Attorney**
DATE: **January 23, 2020**
RE: **Wakota Life CUP**

The CUP was recommended for denial by the Planning Commission because it did not fit the definition of a medical office or clinic. City Code §153.004 defines a medical office or clinic as the following:

> *OFFICE OR CLINIC, MEDICAL.* An establishment principally engaged in providing therapeutic, preventative, corrective, healing and health-building treatment services on an outpatient basis by physicians and other similarly licensed practitioners. Typical uses include medical and chiropractic offices or clinics.

Wakota Life submitted testimony that they have many uses at this building, including medical type services that require a doctor's review, but they also provide counseling services, educational services, charity services, and this is the site for their administrative office staff. Based on the estimate that only 13% of its business is medical, the Planning Commission interpreted that this is NOT principally a medical office. If not a medical office, the use then becomes an office of a general nature. This definition is as follows:

> Offices of a general nature, other than medical or dental, where the employment within the building does not exceed 25 persons and the operations do not include retail sales or warehousing on the site.

Offices of a general nature are permitted uses in the B3 zoning district; therefore, no CUP is required. If Wakota Life decides to expand its medical portion of its services to become its principal use, meaning more than 50% of its business is dedicated to medical services provided by a licensed physician or practitioner, then it would need to apply for a CUP at that time. Until then, no CUP is required.

633 SOUTH CONCORD STREET • SUITE 400 • SOUTH SAINT PAUL, MINNESOTA 55075 • 651-451-1831 • FAX 651-450-7384
OFFICE ALSO LOCATED IN SPOONER, WISCONSIN

Wakota
A GUIDINGSTAR CENTER

TO: Rich Gabriel, Wakota's legal counsel
FROM: Dan Saad, Wakota Executive Director
DATE: January 24, 2020
RE: Wakota Life CUP Application

MEMO

I talked with my board of directors on Thursday evening and here is what we would like to do regarding the CUP for Office or Clinic, Medical.

Due to the discovery that the group of women that protested at the Planning Commission meeting on January 21, 2020 could so effectively sway a 6-0 unanimous vote against our project that has city staff recommendation of approval, we would like to keep the CUP application up for a decision of the City Council on January 27, 2020. It is our understanding that this group of women have infiltrated the West St. Paul government bodies and we have no interest in coming back to face a biased governing body to seek a CUP in the future.

As Wakota's application indicated, we are looking to add therapeutic mental health and well-women medical care and do not want to be concerned with the legalities of whether we have crosses the threshold to needing a conditional use permit at some point down the road and certainly do not want to have groups of citizens questioning our every service for compliance until then.

Wakota was organized in 1976 by two physicians and a group of local citizens. Their mission was to "help anyone in need of health care and basic social services from conception onward." As Wakota has grown and evolved over time, our focus has been on the needs of pregnant women and their families.

Our mission is to serve any woman, any mother, any family compassionate, life affirming care and support. We serve all without discrimination.

Although our current services are not principally engaged in providing therapeutic, preventive, corrective, healing, and health-building treatment, if Wakota is eligible to request a CUP for this use now, we would like to do this at the Januany 27, 2020 meeting of the City Council.

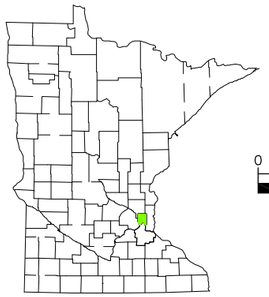
It is our understanding that if the CUP is denied by the city council on January 27, 2020, that Wakota would default to Offices of a General Nature, which is a permitted use in the B3 zoning district and allows for medical services up until 50 percent of our business is dedicated to medical or therapeutic services, which would then require us to submit an application for a CUP at that time.

Wakota Life Care Center
1140 Robert Street South
West St. Paul, MN 55118
(651) 457-1195 phone
(651) 457-1276 fax
www.guidingstarwakota.org

WAKOTA LIFE CARE CENTER

1140 ROBERT STREET
WEST ST. PAUL, MINNESOTA

PRELIMINARY PLANS FOR:
PROPOSED BUILDING, PARKING LOT, PLAT, UTILITIES AND GRADING



0 20 40
SCALE IN FEET

PROJECT LOCATION
COUNTY: DAKOTA
CITY: WEST ST. PAUL

CONTACTS

OWNER REPRESENTIVE

DAN SAAD
PHONE CELL (612) 518-7818
PHONE OFFICE (651) 457-1195

GENERAL CONTRACTOR

SCARFONE CONTRACTING LLC
PHONE (651) 307-0335
RALPH SCARFONE

ARCHITECT

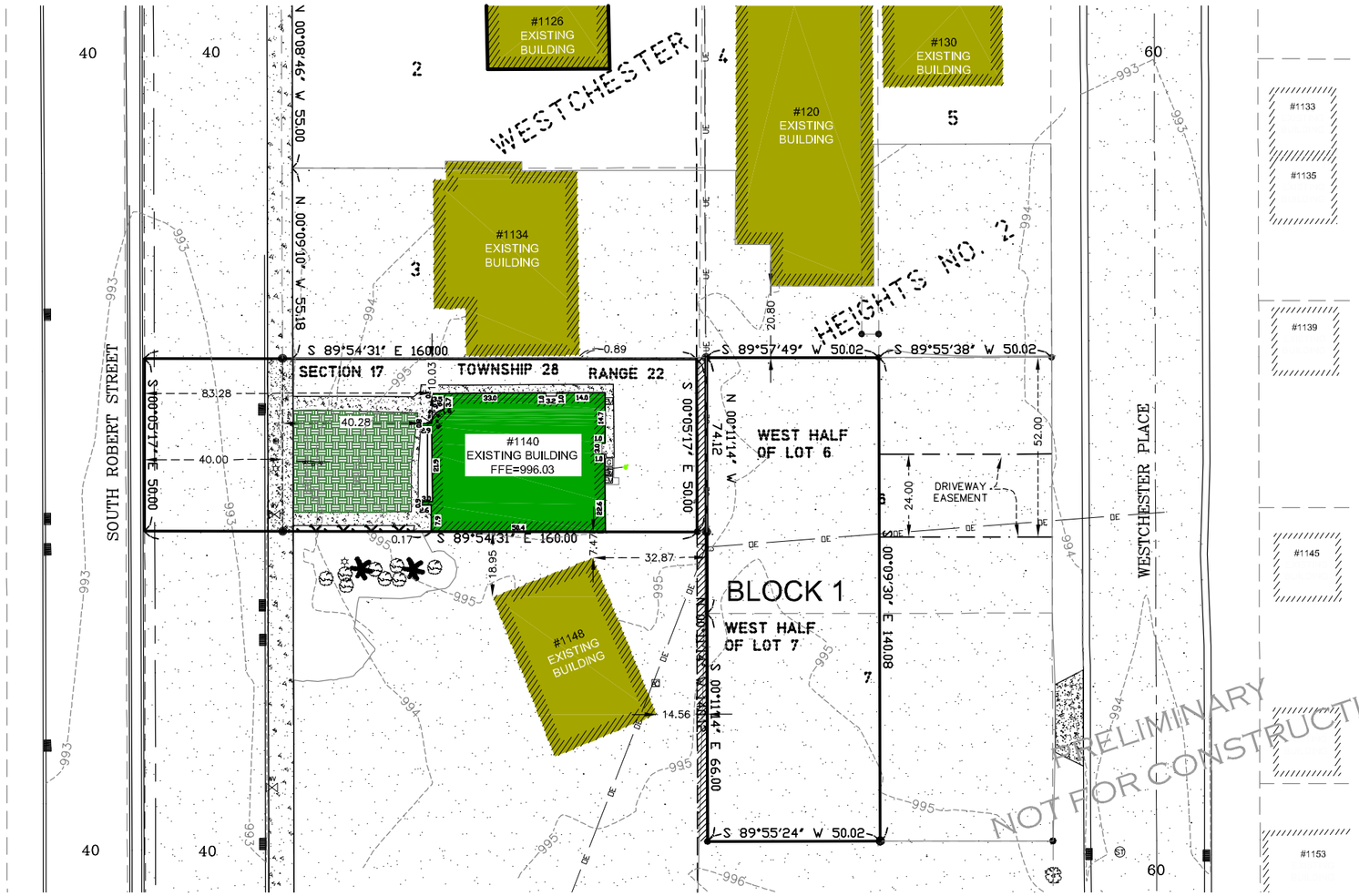
SKETCHES LLC
PHONE (651) 222-3444
CARLOS PEREZ

CITY PLANNER

CITY OF WEST ST. PAUL
PHONE (651) 552-4134
BENJAMIN BOIKE

ENGINEER / SURVEYOR

ENGINEERING DESIGN &
SURVEYING, INC.
6480 WAYZATA BLVD.
MINNEAPOLIS, MN 55426
PHONE (763) 545 2800
FAX (763) 545 2801
VLADIMIR SIVRIVER



SHEET INDEX

C1.....TITLE SHEET
C2.....EXISTING TOPOGRAPHY
C3.....SITE DIMENSION PLAN
C4.....GRADING, DRAINAGE & EROSION CONTROL PLAN
C5.....UTILITIES PLAN
C6.....SWMP PLAN
C7.....SWMP NOTES
C8.....PRELIMINARY PLAT
C9.....DETAILS
C10.....DETAILS 2

VICINITY MAP

SECTION 17, TOWNSHIP 28, RANGE 22

LEGEND

EXISTING

- DENOTES FOUND PROPERTY IRON
- DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "RLS 25105"
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MINIMUM SETBACKS

	BUILDING	PARKING
FRONT SETBACK	10-40	NOT PERMITTED
SIDE SETBACK	0	0
REAR SETBACK	20	10

ZONING

EXISTING ZONING	B -3
MEDIUM DENSITY	B

BENCHMARK

ELEVATION = 957.43 (NAVD 88) MNDOT DISK "BATLER".

ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd. Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vlad Sivriver DATED: 11/22/19

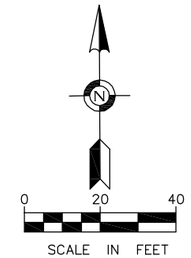
VLADIMIR SIVRIVER P.E. NO. 25105

TITLE SHEET

JOB NAME: GUIDING STAR WAKOTA NEW FACILITY	DRAWN BY: IS	PROJ. NO. 19-136
LOCATION: 1140 SOUTH ROBERT STREET WEST SAINT PAUL, MN 55118	CHECKED BY: VS	SHEET NO. C1

EXISTING TOPOGRAPHY

Call 48 Hours before digging
GOPHER STATE ONE CALL
Twin Cities Area 651-454-0002
MN. Toll Free 1-800-252-1166



LEGAL DESCRIPTION

The North 50 feet of the South 460 feet of the West 160 feet of the Northwest Quarter (NW¼) of the Northeast Quarter (NE¼) of the Southwest Quarter (SW¼), Section Seventeen (17), Township Twenty-eight (28), Range Twenty-two (22), Dakota County, Minnesota, According to the Government Survey thereof.

Together with Lots 6, and 7, Block 1, EXCEPT the East one-half (½) thereof,WESTCHESTER HEIGHTS NO.2 RE-ARRANGEMENT, according to the recorded plat thereof, Dakota County, Minnesota.

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ZONING

EXISTING ZONING	B -3
MEDIUM DENSITY	B

MINIMUM SETBACKS

FRONT SETBACK	40 FT.
SIDE SETBACK	0 FT.
REAR SETBACK	20 FT.

PRELIMINARY
NOT FOR CONSTRUCTION

NOTES

1. THE BASIS OF THE BEARING SYSTEM IS ASSUMED.
2. NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED
3. NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
4. EXISTING UTILITIES AND SERVICES SHOWN HEREON OWNER LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY RESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN, PLANNING OR EXCAVATION.
5. PROPERTY DESCRIPTIONS APPROXIMATE AND NOT PROVIDED BY CLIENT
6. AT THE TIME OF THIS SURVEY THERE ARE NO BUILDING IMPROVEMENTS.

BENCHMARK

ELEVATION = 957.43 (NAVD 88) MNDOT DISK "BATLER".

EXISTING HARDCOVER

EXISTING BUILDING	2,028 SQ. FT
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TOTAL IMPERVIOUS SURFACE AREA	13,089 SQ. FT.
TOTAL LOT AREA	15,013 SQ. FT.
EXISTING HARDCOVER	87.2 %

NO.	DATE	DESCRIPTION	BY

EDS
ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd. Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

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Vlad Sivriver DATED: 11/22/19

VLADIMIR SIVRIVER P.E. NO. 25105

EXISTING TOPOGRAPHY

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DRAWN BY: IS

CHECKED BY: VS

PROJ. NO. 19-136

SHEET NO. C2

SITE DIMENSION PLAN

Call 48 Hours before digging
GOPHER STATE ONE CALL
Twin Cities Area 651-454-0002
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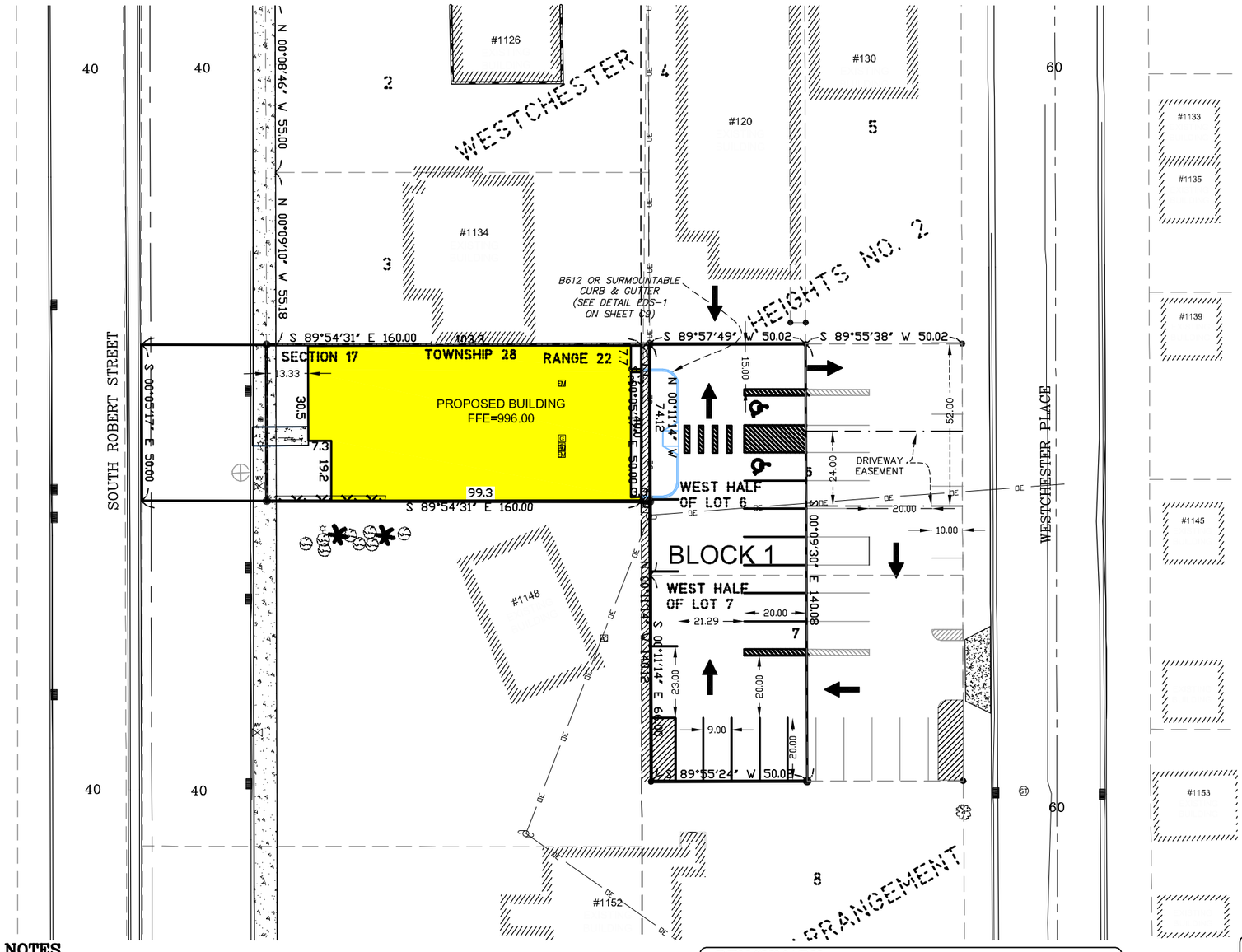

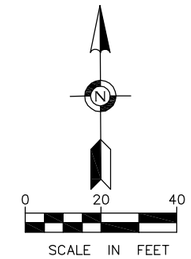

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EXISTING ZONING	B -3
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PRELIMINARY
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SITE DIMENSION PLAN

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DRAWN BY: IS

CHECKED BY: VS

PROJ. NO. 19-136

SHEET NO. C3

GRADING, DRAINAGE AND EROSION CONTROL PLAN

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Twin Cities Area 651-454-0002
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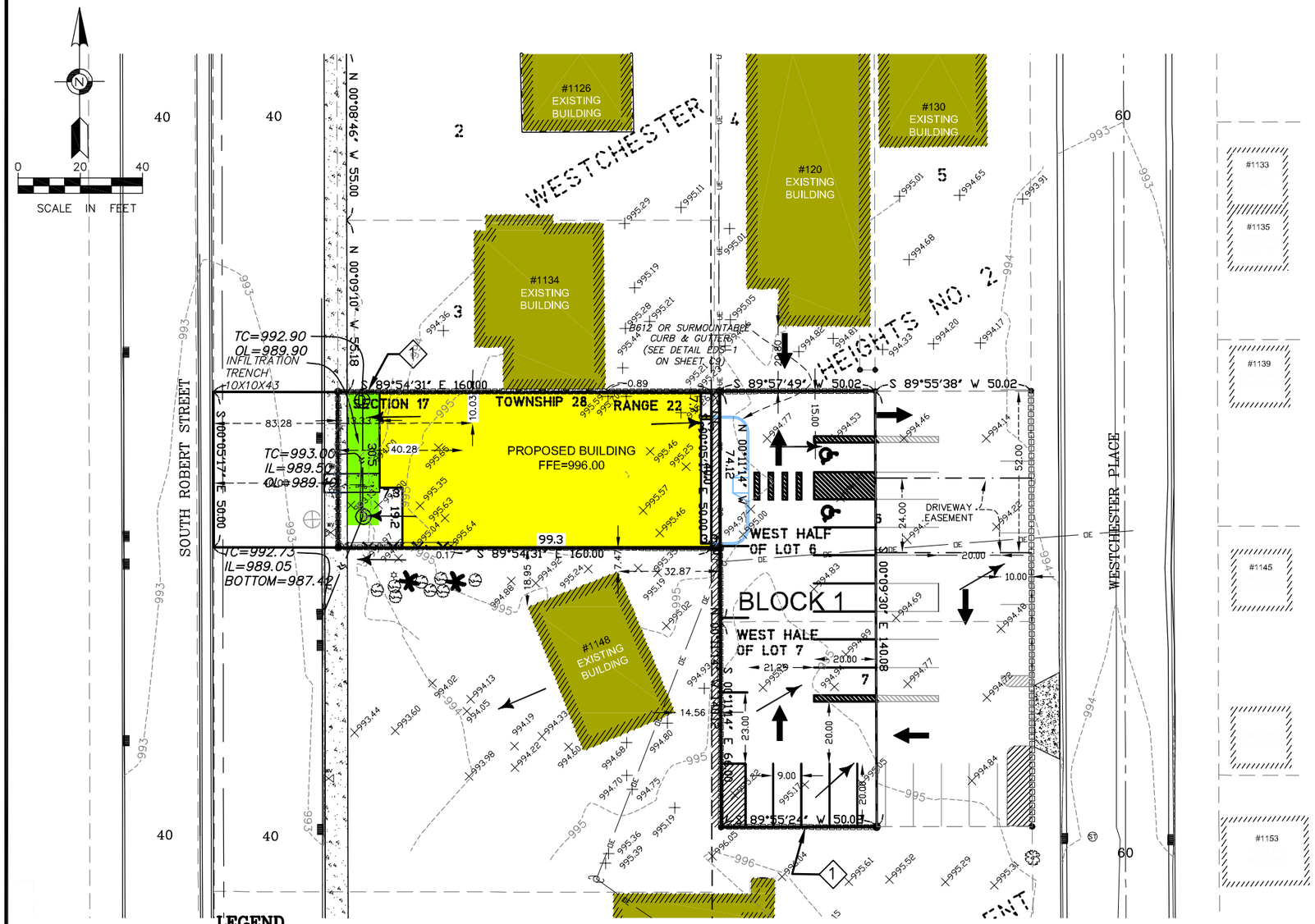

GRADING NOTES

1. CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO START OF SITE GRADING. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS.
2. SUITABLE GRADING MATERIAL SHALL CONSIST OF ALL SOIL ENCOUNTERED ON THE SITE WITH EXCEPTION OF TOPSOIL DEBRIS. ORGANIC MATERIAL AND OTHER UNSTABLE MATERIAL. STOCKPILE TOPSOIL AND GRANULAR FILL AT LOCATIONS DIRECTED BY CONTRACTOR.
3. SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. WHEN PLACING NEW SURFACE MATERIAL ADJACENT TO EXISTING PAVEMENT, THE EXCAVATION SHALL BE BACKFILLED PROMPTLY TO AVOID UNDERMINING OF THE EXISTING PAVEMENT.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
5. GRADES SHOWN ARE FINISHED GRADES, CONTRACTOR SHALL ROUGH GRADE TO SUBGRADE ELEVATION.
6. ALL EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ANY ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OFF THE CONSTRUCTION SITE.
8. COMPLETION OF SITE GRADING OPERATIONS SHALL RESULT IN ALL AREAS BEING GRADED TO 'PLAN SUBGRADE ELEVATION'. THE PARKING LOT AND DRIVEWAY AREAS SHALL BE DETERMINED BY REFERRING TO THE SITE PLAN AND PAVEMENT SECTION DETAILS FOR LOCATION AND LIMITS OF BITUMINOUS PAVEMENT SECTIONS.
9. THE MINIMUM GRADED SLOPE FROM EDGE OF BUILDING SHALL BE 6 INCHES IN 10 FEET.
10. FINISHED GROUND AND SOD ELEVATION ADJACENT TO BUILDING SHALL BE 6" BELOW FLOOR ELEVATION. SLOPE GROUND AWAY FROM BUILDING A MINIMUM OF 6" IN 10 FEET BEYOND 10 FEET REFER TO PLAN GRADES.
11. CONTRACTOR IS RESPONSIBLE FOR GRADING AND SLOPING THE FINISHED GROUND SURFACE TO PROVIDE SMOOTH & UNIFORM SLOPES. WHICH PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDINGS AND PREVENT PONDING IN LOWER AREAS. CONTACT ENGINEER IF FIELD ADJUSTMENTS TO GRADING PLANS ARE REQUIRED.
12. CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION, PAVEMENTS AND CURB AND GUTTER WITH SMOOTH UNIFORM SLOPES WHICH PROVIDE POSITIVE DRAINAGE. CONTACT PROJECT ENGINEER IF FIELD ADJUSTMENTS ARE REQUIRED.
13. INSTALL A MINIMUM OF 4 INCHES CLASS 7 AGGREGATE BASE UNDER CURB AND GUTTER.
14. CONTRACTOR SHALL REMOVE ONLY THOSE TREES MARKED IN THE FIELD VERIFY WITH ENGINEER PRIOR TO REMOVAL.
15. ALL GRADING SHALL BE ACCORDING TO MnDOT 2105.
16. EXISTING CURB CUTS SHALL BE REMOVED AND REPLACED WITH CURB AND GUTTER PER CITY STANDARD DETAILS (AND SPECIFICATIONS). B618 FOR PUBLIC STREET.
17. A BLOOMINGTON NON-RESIDENTIAL DRIVEWAY APRON IS REQUIRED ON ACCESSES TO PUBLIC STREETS.
18. CONTACT UTILITIES DIVISION REGARDING PERMIT FOR STORM SEWER CONSTRUCTION.

EROSION CONTROL NOTES

1. CONTRACTOR MUST CALL FOR A PRE-CONSTRUCTION MEETING 48HRS PRIOR TO ANY LAND DISTURBANCES 612-673-3867. FAILURE TO DO SO MAY RESULT IN FINES, THE REVOCATION OF PERMIT AND A STOP WORK ORDER BEING ISSUED.
2. INSTALL PERIMETER EROSION CONTROL AT THE LOCATIONS SHOWN ON THE PLANS PRIOR TO THE COMMENCEMENT OF ANDY LAND DISTURBANCE OR CONSTRUCTION ACTIVITIES.
3. BEFORE BEGINNING CONSTRUCTION, INSTALL A TEMPORARY ROCK CONSTRUCTION ENTRANCE AT EACH POINT WERE VEHICLES EXIT THE CONSTRUCTION SITE. USE 2 INCH OR GREATER DIAMETER ROCK IN A LAYER AT LEAST 6 INCHES THICK ACROSS THE ENTIRE WIDTH OF THE ENTRANCE. EXTEND THE ROCK ENTRANCE AT LEAST 50 FEET INTO THE CONSTRUCTION ZONE USING A GEO-TEXTILE FABRIC BENEATH THE AGGREGATE TO PREVENT MIGRATION OF SOIL INTO THE ROCK FROM BELOW.
4. REMOVE ALL SOILS AND SEDIMENTS TRACKED OR OTHERWISE DEPOSITED ONTO PUBLIC AND PRIVATE PAVEMENT AREAS. REMOVAL SHALL BE ON A DAILY BASIS WHEN TRACKING OCCURS AND MAY BE ORDERED BY MINNEAPOLIS INSPECTORS AT ANY TIME IF CONDITIONS WARRANT. SWEEPING SHALL BE MAINTAINED THROUGHOUT THE DURATION OF THE CONSTRUCTION AND DONE IN A MANNER TO PREVENT DUST BEING BLOWN TO ADJACENT PROPERTIES.
5. INSTALL INLET PROTECTION AT ALL PUBLIC AND PRIVATE CATCH BASIN INLETS, WHICH RECEIVE RUNOFF FROM THE DISTURBED AREAS. CATCH BASIN INSERTS OR OTHER APPROVED PRODUCT ARE REQUIRED IN UNDISTURBED AREAS THAT MAY RECEIVE RUN OFF FROM THE PROJECT AREA. HAY BALES OR FILTER FABRIC WRAPPED GRATES ARE NOT ALLOWED FOR INLET PROTECTION.
6. LOCATE SOIL OR DIRT STOCKPILES NO LESS THAN 25 FEET FROM ANY PUBLIC OR PRIVATE ROADWAY OR DRAINAGE CHANNEL. IF REMAINING FOR MORE THAN SEVEN DAYS, STABILIZE THE STOCKPILES BY MULCHING, VEGETATIVE COVER, TARPS, OR OTHER MEANS. CONTROL EROSION FROM ALL STOCKPILES BY PLACING SILT BARRIERS AROUND THE PILES. TEMPORARY STOCKPILES LOCATED ON PAVED SURFACES MUST BE NO LESS THAN TWO FEET FROM THE DRAINAGE/GUTTER LINE AND SHALL BE COVERED IF LEFT MORE THAN 24HRS.
7. MAINTAIN ALL TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES IN PLACE UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED. INSPECT TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES ON A DAILY BASIS AND REPLACE DETERIORATED, DAMAGED, OR ROTTED EROSION CONTROL DEVICES IMMEDIATELY.
8. TEMPORARILY OR PERMANENTLY STABILIZE ALL CONSTRUCTION AREAS WHICH HAVE UNDERGONE FINAL GRADING, AND ALL AREAS IN WHICH GRADING OR SITE BUILDING CONSTRUCTION OPERATIONS ARE NOT ACTIVELY UNDERWAY AGAINST EROSION DUE TO RAIN, WIND AND RUNNING WATER WITHIN 7-14 DAYS. USE SEED AND MULCH, EROSION CONTROL MATTING, AND/OR SODDING AND STAKING IN GREEN SPACE AREAS. AN EARLY APPLICATION OF GRAVEL BASE ON AREAS TO BE PAVED RECOMMENDED MINIMIZING EROSION POTENTIAL.
9. REMOVE ALL TEMPORARY SYNTHETIC, STRUCTURAL, NON-BIODEGRADABLE EROSION AND SEDIMENT CONTROL DEVICES AFTER THE SITE HAS UNDERGONE FINAL STABILIZATION WITH PERMANENT VEGETATION ESTABLISHMENT. FINAL STABILIZATION FOR PURPOSED OF THIS REMOVAL IS 70% ESTABLISHED COVER OVER DENUDED AREA.
10. READY MIXED CONCRETE AND CONCRETE BATCH PLANTS ARE PROHIBITED WITHIN THE PUBLIC RIGHT OF WAY. ALL CONCRETE RELATED PRODUCTION, CLEANING AND MIXING ACTIVITIES SHALL BE DONE IN THE DESIGNATED CONCRETE MIXING/WASHOUT LOCATIONS AS SHOWN IN THE EROSION CONTROL PLAN. UNDER NO CIRCUMSTANCE MAY WASHOUT WATER DRAIN ONTO THE PUBLIC RIGHT OF WAY OR INTO ANY PUBLIC OR PRIVATE STORM DRAIN CONVEYANCE.
11. CHANGES TO APPROVED EROSION CONTROL PLAN MUST BE APPROVED BY THE EROSION CONTROL INSPECTOR PRIOR TO IMPLEMENTATION. CONTRACTOR TO PROVIDE INSTALLATION AND DETAILS FOR ALL PROPOSED ALTERNATE TYPE DEVICES.

NOT FOR CONSTRUCTION

LEGEND

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- DENOTES SIGN POST

BENCHMARK

ELEVATION = 957.43 (NAVD 88) MNDOT DISK "BATLER".

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Vlad Sivriver DATED: 11/22/19

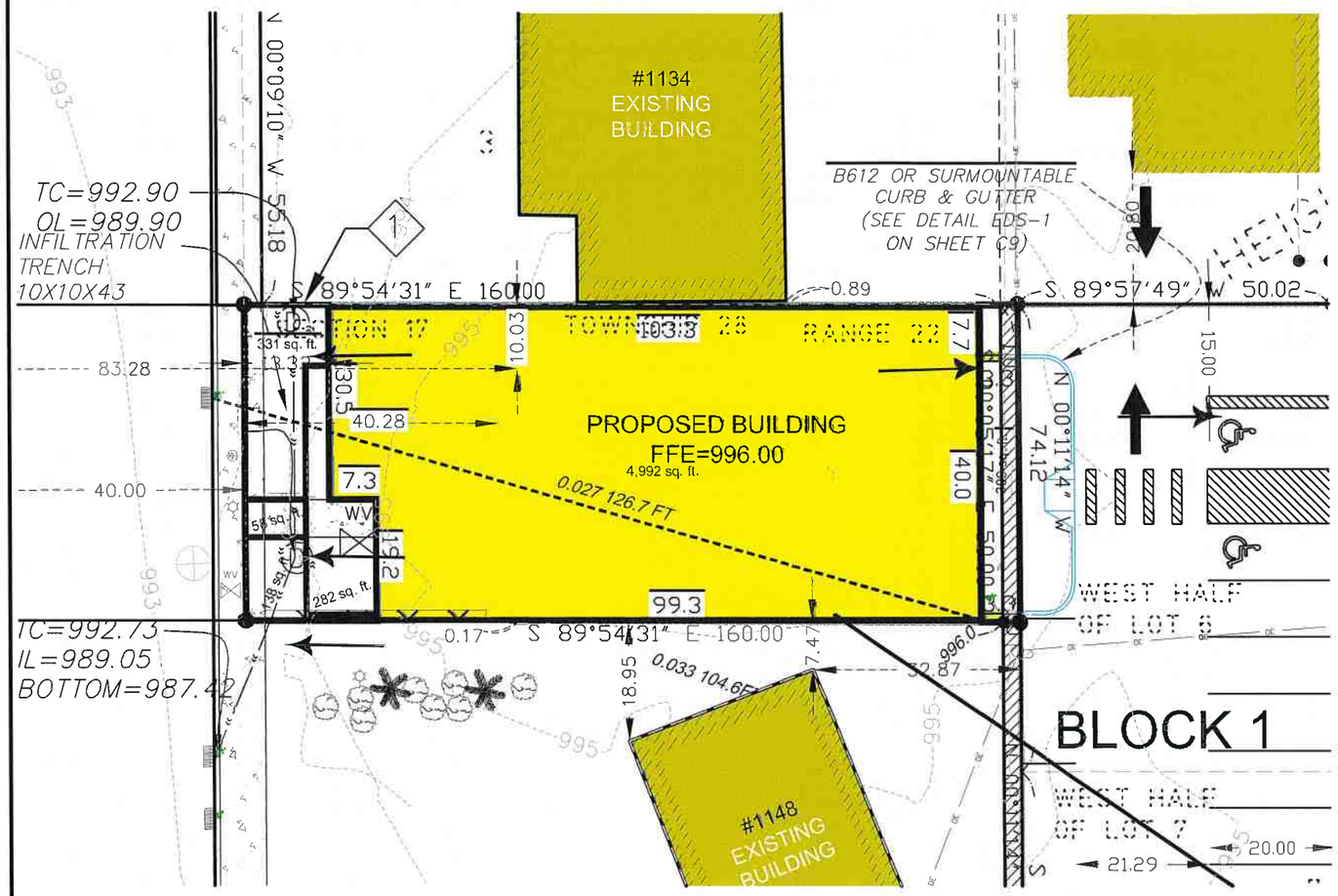
VLADIMIR SIVRIVER P.E. NO. 25105

GRADING DRAINAGE AND EROSION CONTROL PLAN

JOB NAME: GUIDING STAR WACOTA NEW FACILITY	DRAWN BY: IS	PROJ. NO. 19-136
LOCATION: 1140 SOUTH ROBERT STREET WEST SAINT PAUL, MN 55118	CHECKED BY: VS	SHEET NO. C4

PROPOSED DRAINAGE AREAS

Call 48 Hours before digging
GOPHER STATE ONE CALL
Twin Cities Area 651-454-0002
MN. Toll Free 1-800-252-1166



SCALE IN FEET

LEGEND

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LEGAL DESCRIPTION

The North 50 feet of the South 460 feet of the West 160 feet of the Northwest Quarter (NW¼) of the Northeast Quarter (NE¼) of the Southwest Quarter (SW¼), Section Seventeen (17), Township Twenty-eight (28), Range Twenty-two (22), Dakota County, Minnesota, According to the Government Survey thereof.

Together with Lots 6, and 7, Block 1, EXCEPT the East one-half (½) thereof, WESTCHESTER HEIGHTS NO.2 RE-ARRANGEMENT, according to the recorded plat thereof, Dakota County, Minnesota.

Also together with an easement for common access and driveway and common parking lot purposes in favor of Lots Six (6) and Seven (7), except the East one-half (E½) thereof, WESTCHESTER HEIGHTS NO. 2 RE-ARRANGEMENT over a parcel of land described as follows:

The East one-half (E½) of Lot Six (6) and Lot Seven (7), in Block One (1), WESTCHESTER HEIGHTS NO. 2 RE-ARRANGEMENT, County of Dakota, State of Minnesota, per an Agreement for the Creation and Maintenance of Common Parking Lot dated the 24th day of March, 1991.

Also together with an easement for driveway purposes over and upon the following tract of land situated in the County of Dakota and State of Minnesota, described as follows, to-wit:

The South twenty-four (24) feet of the North fifty-two (52) feet of the East one-half (E½) of Lot Six (6) in Block one (1), WESTCHESTER HEIGHTS NO. 2 RE-ARRANGEMENT, per Document No. 107757, though said Agreement dated the 24th day of March 1991 does terminate said Document 107757, however said Agreement is not currently recorded at said County of Dakota.

Subject to an easement for a common access and driveway and common parking lot purposes in favor of Lot Four (4) and the East one-half (E ½) of Lot Six (6) and Lot Seven (7), WESTCHESTER HEIGHTS NO. 2 RE-ARRANGEMENT, County of Dakota, State of Minnesota, over a parcel of land described as follows:

Lots Six (6) and Seven (7) except the East one-half (E ½) thereof, WESTCHESTER HEIGHTS NO. 2 RE-ARRANGEMENT, County of Dakota, State of Minnesota.

ZONING

EXISTING ZONING	B -3
MEDIUM DENSITY	B

MINIMUM SETBACKS

FRONT SETBACK	40 FT.
SIDE SETBACK	0 FT.
REAR SETBACK	20 FT.

PROPOSED HARDCOVER

PROPOSED BUILDING	4,992 SQ. FT
PROPOSED SIDEWALK	58 SQ. FT
PROPOSED CANOPY	282 SQ. FT
PROPOSED PAVED AREAS (EAST)	309 SQ. FT
TOTAL IMPERVIOUS SURFACE AREA	5,641 SQ. FT.
TOTAL LOT AREA	6,000 SQ. FT.
EXISTING HARDCOVER	94.0%

BENCHMARK

ELEVATION = 957.43 (NAVD 88) MNDOT DISK "BATLER".

NOTES

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PRELIMINARY
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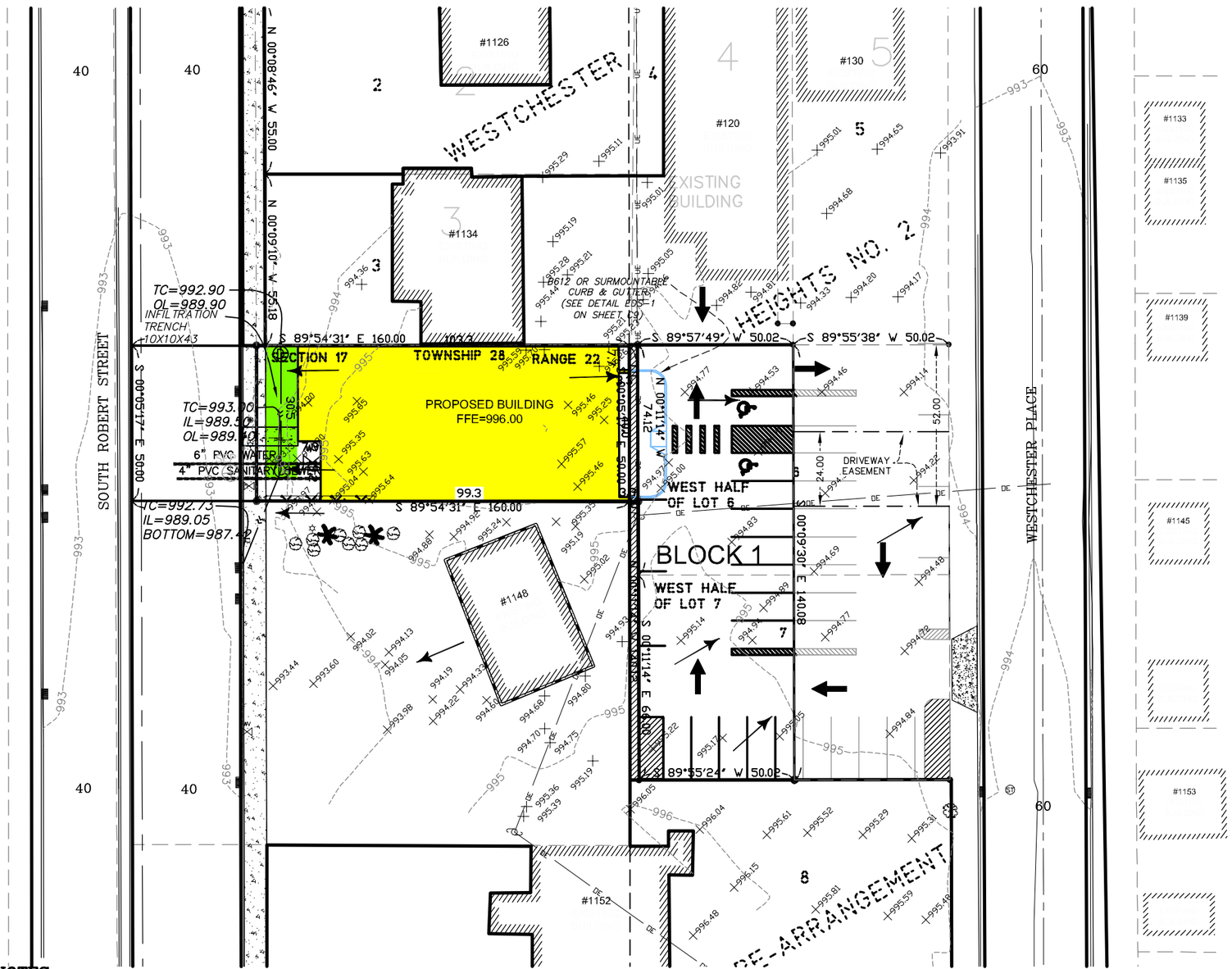
Vlad Sivriver DATED: 11/23/19
VLADIMIR SIVRIVER P.E. NO. 25105

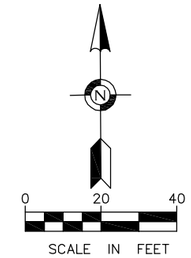
PROPOSED DRAINAGE AREAS

JOB NAME: GUIDING STAR WACOTA NEW FACILITY	DRAWN BY: IS	PROJ. NO. 19-136
LOCATION: 1140 SOUTH ROBERT STREET WEST SAINT PAUL, MN 55118	CHECKED BY: VS	SHEET NO. C4

UTILITY PLAN

Call 48 Hours before digging
GOPHER STATE ONE CALL
Twin Cities Area 651-454-0002
MN. Toll Free 1-800-252-1166





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ZONING

EXISTING ZONING	B -3
MEDIUM DENSITY	B

MINIMUM SETBACKS

FRONT SETBACK	40 FT.
SIDE SETBACK	0 FT.
REAR SETBACK	20 FT.

MATERIALS

WATER
-WATER SERVICE — 6" C900 PVC PIPE

SANITARY
-SANITARY SERVICE — 4" SDR 40 PVC PIPE SCHEDULE 40

SEPARATION/LOCATION NOTES

- 4' TYPICAL SEPARATION BETWEEN SANITARY SERVICE AND
-WYE STATIONED FROM DOWNSTREAM MANHOLE.

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BENCHMARK

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MNDOT DISK "BATLER".

PRELIMINARY
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NO.	DATE	DESCRIPTION	BY

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Vlad Sivriver DATED: 11/22/19
VLADIMIR SIVRIVER P.E. NO. 25105

UTILITY PLAN

JOB NAME: GUIDING STAR WACOTA NEW FACILITY	DRAWN BY: IS	PROJ. NO. 19-136
LOCATION: 1140 SOUTH ROBERT STREET WEST SAINT PAUL, MN 55118	CHECKED BY: VS	SHEET NO. C5

STORM WATER MANAGEMENT PLAN

Call 48 Hours before digging
GOPHER STATE ONE CALL
Twin Cities Area 651-454-0002
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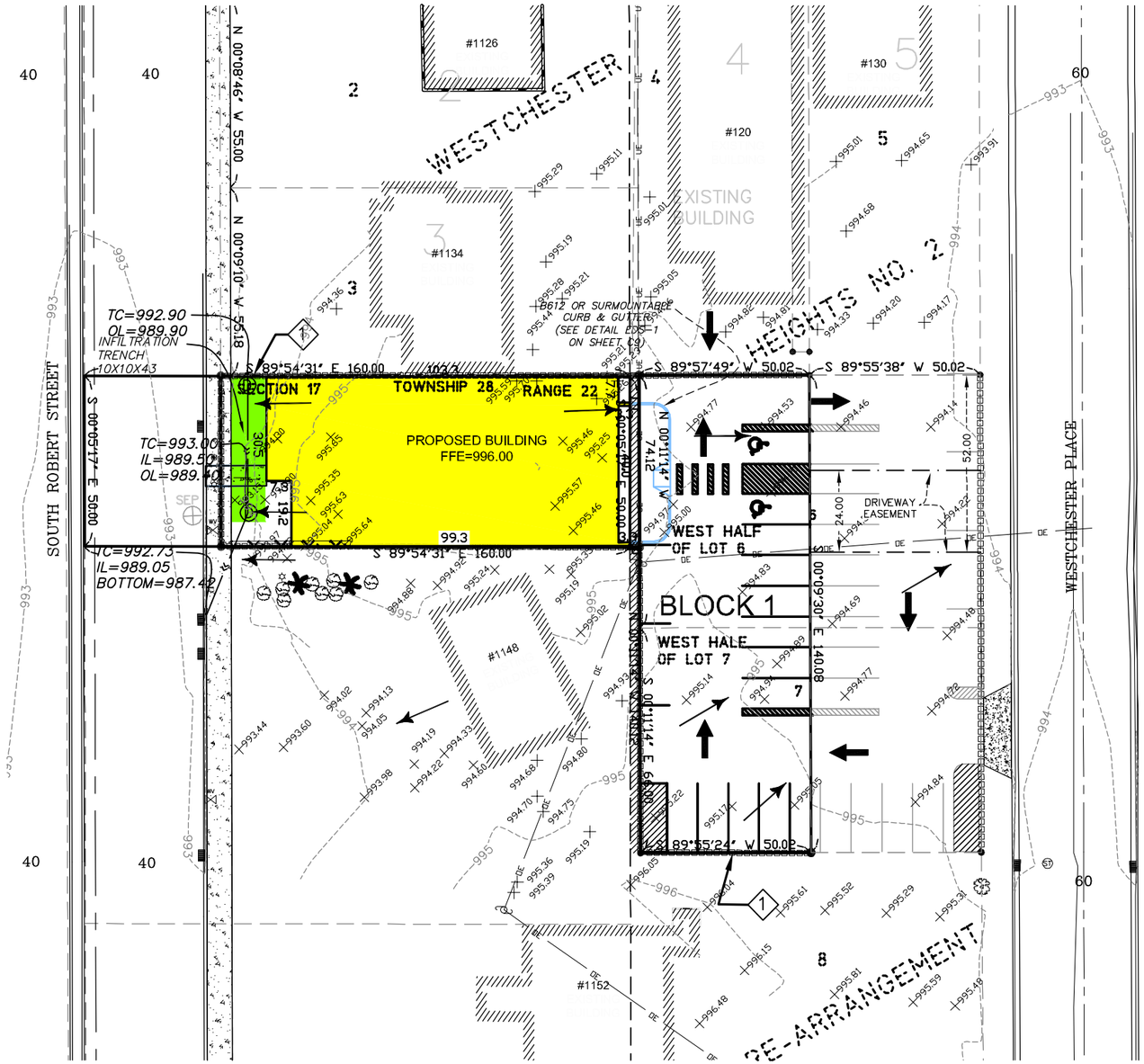

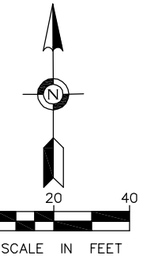

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GENERAL NOTES

1. SEE SWPP NOTES ON SHEET C9 FOR FURTHER SWPP REQUIREMENTS, IN CASE OF CONFLICT BETWEEN THIS PLAN AND SWPP NOTES, THE SWPP NOTES SHALL OVERRULE.
2. ALL EROSION CONTROL MEASURES MUST BE INSTALLED AT THE INITIAL STAGES OF CONSTRUCTION AND MAINTAINED UNTIL ALL AREAS ALTERED HAVE BEEN RESTORED.
3. ALL REAR YARD AREAS OF LOTS AT SETBACK LINE ARE TO BE MULCHED AND SEEDED WITHIN 14 DAYS OF GRADING BY GRADING CONTRACTOR. ALL AREAS BETWEEN THE CURB AND SETBACK LINE ARE TO BE MULCHED AND SEEDED WITHIN 14 DAYS OF PRIVATE UTILITY INSTALLATION BY THE UTILITY CONTRACTOR.
4. STREET SWEEPING MUST BE UNDERTAKEN ON AN AS-NEEDED BASIS.
5. PERFORM SEEDING FOR FINAL STABILIZATION OF DISTURBED AREA AS FOLLOWS:

   a. REPLACE TOPSOIL TO PROVIDE A UNIFORM THICKNESS. LOOSEN TOPSOIL TO MINIMUM DEPTH OF 3".

   b. APPLY COMMERCIAL GRADE SLOW RELEASE FERTILIZER PER 1,000 SQUARE FEET.

   c. INCORPORATE FERTILIZER INTO SOIL BY USE OF HARROW OR OTHER MEANS TO PLACE FERTILIZER BELOW GROUND LEVEL.

   d. APPLE Mn/DOT SEED MIXTURE 190 AT RATE OF 100 POUNDS PER ACRE WITH BRILLION TYPE SEEDER OR OTHER MEANS TO COVER SEED WITH $\frac{1}{3}$" TO $\frac{3}{4}$" OF SOIL.

   e. APPLY UNIFORM COVERING OF Mn/DOT TYPE 1 MULCH AT A RATE OF 2 TONS PER ACRE.

   f. ANCHOR MULCH TO DEPTH OF 2" TO 3" WITH DISC ANCHOR OR OTHER MEANS IMMEDIATELY AFTER SEEDING.

NUMBERED NOTES

1. INSTALL SILT FENCE PRIOR TO START OF SOIL DISTURBING ACTIVITIES.
2. INSTALL TEMPORARY GRAVEL CONSTRUCTION ENTRANCE PRIOR TO START OF SOIL DISTURBING ACTIVITIES.
3. INSTALL STORM SEWER INLET PROTECTION IMMEDIATELY AFTER STRUCTURE INSTALLATION IF INLET IS TO REMAIN EXPOSED TO SURFACE RUNOFF.
4. INSTALL SWPP BOX NEAR THE CONSTRUCTION ENTRANCE.
5. INSTALL TEMPORARY CONCRETE WASHOUT PAD.

① PROVIDE SILT FENCE AROUND PERIMETER OF SITE

② PLACE SOD ON DISTURBED AREA

③ ALL FINISH ELEVATIONS ARE GIVEN ON FLOW LINE UNLESS OTHERWISE NOTED

④ ROCK CONSTRUCTION ENTRANCE

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Vlad Sivriver DATED: 11/22/19

VLADIMIR SIVRIVER P.E. NO. 25105

STORM WATER MANAGEMENT PLAN	JOB NAME: GUIDING STAR WACOTA NEW FACILITY	DRAWN BY: IS	PROJ. NO. 19-136
	LOCATION: 1140 SOUTH ROBERT STREET WEST SAINT PAUL, MN 55118	CHECKED BY: VS	SHEET NO. C6

Storm Water Pollution Prevention Plan

The work described to implement the following Storm Water Pollution Prevention Plan (SWPPP) shall be considered part of the Contract Documents and shall be performed by the Contractor. The work to Install and maintain the Best Management Practices (BMP's) to prevent erosion and provide sediment control shall be in accordance with Permit No. MN R10000f and shall include, but are not necessarily be limited to, the requirements contained herein.

1. Construction Activity Information

Project Name: WAKOTA LIFE CARE CENTER
Project Address/Location: Township-Section-Range = 28-17-22
City/Township: City of WEST SAINT PAUL State: MN Zip Code: 55118
County Parcel ID Number(s): 420170061031 & 428381001072
All cities where construction will occur: City of WEST SAINT PAUL
All townships where construction will occur: Not Applicable
All counties where construction will occur: DAKOTA County
Project Size (number of acres to be disturbed): 0.345
Project Type: _ Residential XX Commercial
_ Road Construction _ Other (describe)

Cumulative Impervious Surface:
Existing area of impervious surface to nearest quarter acre: 0
Post construction area of impervious surface to nearest quarter acre: 0.3 Receiving Waters.,

Name of Water Body	Type	Appendix A Special Water?
N/A	N/A	No

Dates of Construction

Estimated Construction Start Date: MARCH, 2020
Estimated Completion Date: JUNE, 2020

Contact Information

Owner of Project Site: SCARFONE CONTRACTING, LLC
Business Name: SCARFONE CONTRACTING, LLC
Federal Tax ID Number: available as needed
State -Tax ID Number: available as needed
Contact Person: RALPH SCARFONE
Title: OWNER OF PROJECT Phone: 651-307-0335
Mailing Address: 4875 Pilot Knob Rd, Saint Paul, MN 55122-2740

Contractor (Party who will oversee Implementation of the SWPPP. May be same party as Owner above):

Business Name: SCARFONE CONTRACTING, LLC
Federal Tax 10 Number- available as needed
State Tax ID Number- available as needed
Contact Person: RALPH SCARFONE Title: OWNER OF PROJECT
Phone: 651-307-0335
Mailing Address: 4875 Pilot Knob Rd, Saint Paul, MN 55122-2740

General Construction Project Information

Description of the construction activity (what will be built, general time/ins., etc.).

WAKOTA LIFE CARE CENTER is a B-3 MEDICAL COMMERCIAL BUILDING

The construction activities will include grading operations for the construction of surface drainage and utilities. Storm sewer construction, exposed soil stabilization, and bituminous paving will follow grading operations.

Description of soil types found at the project: See soil report

According to soil borings taken by a geotechnical engineering consultant, the majority of the soils onsite fall under glacial till, consisting of lean sandy clay and clayey sand with traces of gravel.

2. General Site Information

Description of the location and type of all temporary and permanent erosion prevention and sediment control BMP's to be used, including the timing for installation and procedures used to establish additional temporary BMP 's as necessary.

Contractor shall install and maintain the temporary and permanent erosion prevention and sediment control BMP's as shown on the accompanying drawing and as described herein. The timing shall be in accordance with the Construction Activity Sequence below and in accordance with sound and proactive construction scheduling and practices.

Accompanying this SWPPP is a site plan that includes the following features:

* Existing and proposed grades, including dividing lines and direction of flow for all pre- and post-construction stormwater runoff drainage areas located within the project limits.
* Locations of impervious surfaces.
* Locations of areas not to be disturbed.
* Method(s) to be used for final stabilization of al exposed soil areas.

Description of stormwater mitigation measures required as the result of an environmental, archaeological, or other required local, state, or federal review of the project:

Not applicable to this project.

Description of the type and locations of BMP's appropriate for this site and sufficient to comply with all applicable requirements of the TMDL implementation plan and identification of the receiving water and of the areas of project site discharging to an impaired water that has an approved TMDL implementation plan that contains requirements for construction Stormwater discharges:

Not applicable to this project.

Selection of Permanent Stormwater Management System

Will the project create a new cumulative impervious surface greater than or equal to one acre? XX Yes _ No

If yes, a water quality volume of 1/2 inch of runoff from this area must be treated before leaving the site or entering surface waters (1 inch of runoff from this area if discharging to special waters).

Method(s) to be used to treat runoff from the new impervious surfaces created by the project:

__ Wet sedimentation basin XX Infiltration/Filtration basin

__ Regional ponds __Combination of practices

Description of treatment method(s) to be used, including design information for each method :

One infiltration trench will be constructed as shown on the plan. The basin has been designed to provide sufficient storage below the outlet run-out elevation to retain back-to-back 100-year, 24-hour rainfalls and runoff above the highest anticipated groundwater elevation and prevent damage to property adjacent to the basin. The trench has also been designed to store over 5000 gal of storm water for the on-site irrigation. Access is provided to the trench for future basin maintenance. The trench has been designed with a stabilized emergency overflow to accommodate storm events in excess of the trench's hydraulic design.

Description of how a proposed method to treat runoff from new impervious surfaces will achieve approximately 80% removal of total suspended solids on an annual average basis:

Not Applicable

3. Erosion Prevention Practices

Description of construction phasing, vegetative buffer strips, horizontal slope grading, and other construction practices to be used to minimize erosion:

Stage the soil disturbing activities to minimize the amount of disturbed soil prior to stabilization. Disturbed areas will be considered stabilized when covered with materials such as anchored mulch, staked sod, riprap, wood fiber blanket, or other materials that prevent erosion from occurring. Grass seeding alone will not be considered stabilization.

Disturb only those areas where proposed contours and elevations are shown to differ from the existing and where removals and other operations are noted. Special areas of the project site that are not to be disturbed by construction activity are noted on the plan.

Description of temporary erosion protection or permanent cover to be used for exposed positive slopes within 200 lineal feet of a surface water (stream, lake, pond, marsh, wetland, reservoir spring, river, storm water basin, storm water drainage system, waterways, water courses, and Irrigation systems whether surface water is natural or artificial, public or private with maximum time an exposed soil area can remain exposed when the area is not actively being worked:

Provide year round stabilization to the above mentioned areas in accordance with the following table:

Steepness of slope (H:V)	Maximum Exposure Duration When Area Is Not Actively Worked
Greater than 3:1	7 Days
3:1 through 10:1	14 Days
Less than 10:1	21 Days

Description of practices to be used to stabilize the normal wetted perimeter of drainage or diversion ditches within 200 lineal feet of the property edge or point of discharge to a surface water within 24 hours of connecting the ditch to the surface water:

Install seed, fertilizer, and disc-anchored mulch or temporary wood fiber blanket in ditches and swales within 24 hours of connecting the ditch or swale to the surface water where shown on the plan in accordance with the details.

Description of other erosion prevention practices to be used:

Install the specified energy dissipation method, such as riprap and geotextile fabric, at pipe outlets within 24 hours of installation. Permanently seed disturbed areas prior to end of seeding dates specified by MnDOT.

4. Sediment Control Practices

Description of sediment control practices to be used to minimize sediments from entering surface waters, including curb and gutter systems and storm drain inlets:

Permanent sediment control practices to be used on this project consist of sedimentation basins. Temporary sediment control practices to be used are silt fence, culvert inlet protection, storm sewer inlet protection, stone pad exits, ditch checks, and, if necessary, street sweeping.

5. Dewatering and Basin Draining

If the project Includes dewatering or basin draining, describe the BMP's to be used to prevent the discharge from adversely affecting the receiving waters and downstream landowners.

Dewatering to be performed in accordance with dewatering permit.

6. Additional BMP's for Special Waters and Discharges to Wetlands

This project does not discharge stormwater directly to a Special Water. This project does not discharge stormwater directly to wetlands. Stormwater is treated in sedimentation basins prior to discharge to the wetlands.

7. Construction Activity Sequence

In addition to performing and sequencing the tasks associated with implementing this SWPPP as described herein and shown on the plan, the Contractor shall perform construction activities in accordance with the following sequence:

(1) Install silt fence along property line of project site where shown on plan and when property line is down gradient and within 100 feet of areas to have disturbed soil and where property line is within 20 feet of soil disturbing and other construction activities.
(2) Install silt fence along edge of wetlands and at other locations shown on the plan.
(3) Install stone exit pads where shown on plan and at other locations where vehicles and equipment will leave the site onto paved and gravel surfaces.
(4) Construct storm water ponds and related piping and control structures as shown on the project plans. Install and maintain temporary erosion prevention measures as shown on the plan.
(5) Install silt fence along bottom of storm water pond inslopes and where shown on the plan.
(6) Install trunk sanitary sewer.
(7) Complete earthwork activities. Install and maintain sediment control measures such as ditch checks and stormwater inlet protection.
(8) Complete utility construction. Install and maintain sediment control measures such as inlet protection as work proceeds.
(9) Remove silt deposits from site, remove silt deposits from stormwater basins.
(10) Provide soil stabilization to disturbed areas by preparing topsoil, seeding, fertilizing, mulching, anchoring mulch in accordance with plans and specifications.
(11)Remove perimeter silt fence, other silt fence, check dams, and other sediment control measures upon achieving final stabilization and Owner submits the Notice of Termination.

8. Inspections and Maintenance

Description of procedures to be taken to routinely inspect the construction site:

Contractor shall inspect erosion prevention and sediment control BMP's to ensure integrity and effectiveness. Repair, replace, or supplement non-functional BMP's to provide continually functional BMP's. Contractor shall inspect the entire construction site a minimum of once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours. Inspections shall include stabilized areas, erosion prevention and sediment control BMP's, and infiltration areas. Specific tasks associated with the inspection and maintenance of the BMP's include the following:

* Maintain and retain at the construction site written records of the inspections and maintenance performed. Records of each inspection and maintenance activity shall include: Date and time of inspection/maintenance activity; Name of person(s) Performing the activity; Finding of Inspection; Recommended corrective actions; Corrective actions taken; and Date and amount of rainfall events greater than 0.5 inches in 24 hours.
* Repair, replace, or supplement silt fences that become nonfunctional or accumulate sediment to the level of 1/3 the silt fence height or more within 24 hours of discovery or as soon as conditions allow access.
* Drain temporary and permanent sediment basins and remove sediment when the volume of sediment collected reaches 1/2 the permanent storage volume within 72 hours of discovery or as soon as conditions allow access.
* Inspect surface waters, drainage ditches, and stormwater conveyance systems for evidence of sediment deposited by erosion. Remove deltas and deposited sediment and restabilize areas where sediment removal results in exposed soil within seven (7) days of discovery unless precluded by legal, regulatory, or physical constraints. Removal and stabilization shall be completed within seven (7) days of obtaining access. The NPDES/SDS permit holder is responsible for contacting the local, regional, state, and federal authorities and receiving the applicable permits prior to performing this work.
* Inspect construction site vehicle exit locations for evidence of sediment being tracked off-site onto paved surfaces. Remove tracked sediment from off-site paved surfaces within 24 hours of discovery.
* Inspect perimeter of construction site. Remove off-site accumulations of sediment in a manner and at a frequency to minimize off-site impacts.

9. Pollution Prevention Management Measures

Contractor shall implement the following pollution prevention management measures on the site:

* Solid Waste: Collect and properly dispose of sediment, asphalt and concrete millings, floating debris, paper, plastic, fabrics, construction and demolition debris, and other wastes in accordance with MPCA disposal requirements.
* Hazardous Materials: Properly store, provide required secondary containment, and dispose of oil products, fuels, point products, and other hazardous substances to prevent spills, leaks, and other discharges in accordance with MPCA regulations. Provide restricted access storage areas to prevent unauthorized access and vandalism.
* Equipment Washing: Restrict external washing of trucks and other construction equipment to a defined area of site. Contain runoff and properly dispose of waste. Engine degreasing is prohibited on the property.
* Spill prevention: Park construction equipment and store potentially hazardous materials in a designated area located as far as practicable from potential environmentally sensitive areas. Construct impoundment dike and take other measures required to contain spilled material. Remove and dispose of contaminated soil, vegetation, and other materials and perform other mitigation measures as required in accordance with MPCA regulations.
* Sanitary and Septic Waste: Provide and maintain temporary facilities in accordance with MPCA and Minnesota Department of Health regulations.

10. Final Stabilization

Contractor shall achieve final stabilization of the construction site by achieving the following:

* Soil disturbing activities have been completed and soils are stabilized by a uniform perennial vegetative cover with a density of 70 percent over the entire pervious surface area or other equivalent means to prevent soil failure under erosive conditions.
* Temporary synthetic and structural erosion prevention and sediment control BMP's are removed.
* Sediment is removed from permanent sedimentation basins to return basins to the design capacity, removed from stormwater conveyance systems, and is stabilized or removed from the site.

11. Notice of Termination

Contractor shall notify Owner Immediately upon achieving Final Stabilization. Owner must submit the Notice of Termination within 30 days after Final Stabilization or within 30 days of another owner assuming control according to Part II.B.5. over all areas of the site that have not undergone Final Stabilization.

PRELIMINARY
NOT FOR CONSTRUCTION

NO.	DATE	DESCRIPTION	BY

EDS
ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd. Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vlad Sivriver DATED: 11/22/19

VLADIMIR SIVRIVER P.E. NO. 25105

STORM WATER MANAGEMENT NOTES

JOB NAME: GUIDING STAR WACOTA NEW FACILITY
LOCATION: 1140 SOUTH ROBERT STREET WEST SAINT PAUL, MN 55118

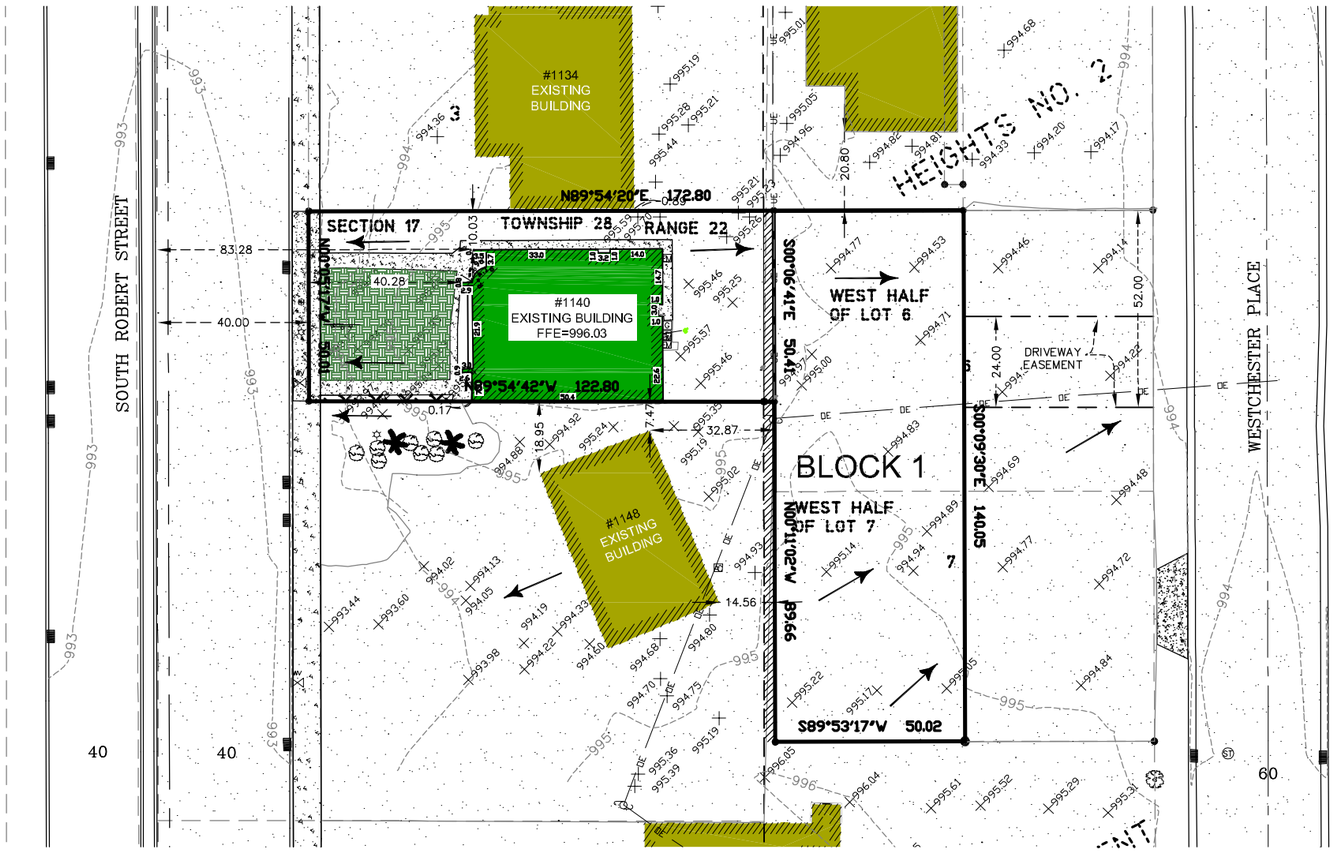
DRAWN BY: IS
CHECKED BY: VS

PROJ. NO. 19-136
SHEET NO. C7

WAKOTA LIFE ADDITION

PRELIMINARY PLAT

Call 48 Hours before digging
GOPHER STATE ONE CALL
Twin Cities Area 651-454-0002
MN. Toll Free 1-800-252-1166



SCALE IN FEET: 0 20 40

LEGEND

- DENOTES FOUND PROPERTY IRON
- DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "RLS 25105"
- DENOTES NAIL SET
- DENOTES PROPERTY LINE
- DENOTES LOT LINE
- DENOTES SETBACK LINE
- DENOTES DRAINAGE FLOW
- DENOTES ELECTRIC POWERPOLE
- 999.9 DENOTES EXISTING MINOR CONTOUR LINE
- 999.9 DENOTES EXISTING MAJOR CONTOUR LINE
- OE DENOTES OVERHEAD ELECTRIC
- (M) DENOTES MEASURED DIMENSION
- (P) DENOTES PLATTED DIMENSION
- DENOTES CONCRETE SURFACE
- DENOTES BITUMINOUS SURFACE
- DENOTES WATER VALVE
- DENOTES SANITARY MANHOLE
- DENOTES BUSH
- DENOTES SHRUB
- DENOTES STORM CATCH BASIN (RECTANGLE)
- DENOTES STORM SEWER MANHOLE
- DENOTES MANHOLE (UNKNOWN UTILITY)
- DENOTES GAS METER
- DENOTES ELECTRIC METER
- DENOTES AIR CONDITIONER
- DENOTES DRAINAGE FLOW
- DENOTES GREEN SPACE AREA
- DENOTES LIGHT POLE
- DENOTES SIGN POST

ZONING

EXISTING ZONING	B -3
MEDIUM DENSITY	B

MINIMUM SETBACKS

FRONT SETBACK	40 FT.
SIDE SETBACK	0 FT.
REAR SETBACK	20 FT.

LEGAL DESCRIPTION

The North 50 feet of the South 460 feet of the West 160 feet of the Northwest Quarter (NW¼) of the Northeast Quarter (NE¼) of the Southwest Quarter (SW¼), Section Seventeen (17), Township Twenty-eight (28), Range Twenty-two (22), Dakota County, Minnesota, According to the Government Survey thereof.

Together with Lots 6, and 7, Block 1, EXCEPT the East one-half (½) thereof,WESTCHESTER HEIGHTS NO.2 RE-ARRANGEMENT, according to the recorded plat thereof, Dakota County, Minnesota.

Also together with an easement for common access and driveway and common parking lot purposes in favor of Lots Six (6) and Seven (7), except the East one-half (E½) thereof, WESTCHESTER HEIGHTS NO. 2 RE-ARRANGEMENT over a parcel of land described as follows:

The East one-half (E½) of Lot Six (6) and Lot Seven (7), in Block One (1), WESTCHESTER HEIGHTS NO. 2 RE-ARRANGEMENT, County of Dakota, State of Minnesota, per an Agreement for the Creation and Maintenance of Common Parking Lot dated the 24th day of March, 1991.

Also together with an easement for driveway purposes over and upon the following tract of land situated in the County of Dakota and State of Minnesota, described as follows, to-wit:

The South twenty-four (24) feet of the North fifty-two (52) feet of the East one-half (E½) of Lot Six (6) in Block one (1), WESTCHESTER HEIGHTS NO. 2 RE-ARRANGEMENT, per Document No. 107757, though said Agreement dated the 24th day of March 1991 does terminate said Dcoument 107757, however said Agreement is not currently recorded at said County of Dakota.

Subject to an easement for a common access and driveway and common parking lot purposes in favor of Lot Four (4) and the East one-half (E ½) of Lot Six (6) and Lot Seven (7), WESTCHESTER HEIGHTS NO. 2 RE-ARRANGEMENT, County of Dakota, State of Minnesota, over a parcel of land described as follows:

Lots Six (6) and Seven (7) except the East one-half (E ½) thereof, WESTCHESTER HEIGHTS NO. 2 RE-ARRANGEMENT, County of Dakota, State of Minnesota.

NOTES

1. NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED ON THIS LOT BY THE SURVEYOR.
2. NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
3. EXISTING UTILITIES AND SERVICES SHOWN HEREON OWNER LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY RESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN, PLANNING OR EXCAVATION .

PROPOSED LOTS

PARCEL	SQ. FT.	ACRES
1	±6,140	0.14
2	±7,008	0.16

EXISTING HARDCOVER

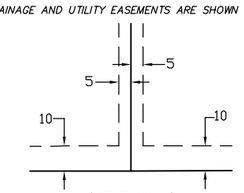
EXISTING BUILDING	2,028 SQ. FT
EXISTING CONCRETE SURFACE	1,991 SQ. FT
EXISTING BITUMINOUS SURFACE	9,070 SQ. FT
TOTAL IMPERVIOUS SURFACE AREA	13,089 SQ. FT.
TOTAL LOT AREA	15,013 SQ. FT.
EXISTING HARDCOVER	87.2 %

BENCHMARK

ELEVATION = 957.43 (NAVD 88) MNDOT DISK "BATLER".

PRELIMINARY
NOT FOR CONSTRUCTION

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



(NOT TO SCALE)

BEING 5 FEET IN WIDTH, AND ADJOINING LOT LINES UNLESS OTHERWISE SHOWN, AND 10 FEET IN WIDTH, AND ADJOINING RIGHT OF WAY LINES, UNLESS OTHERWISE SHOWN ON THE PLAT

NO.	DATE	DESCRIPTION	BY

ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd. Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

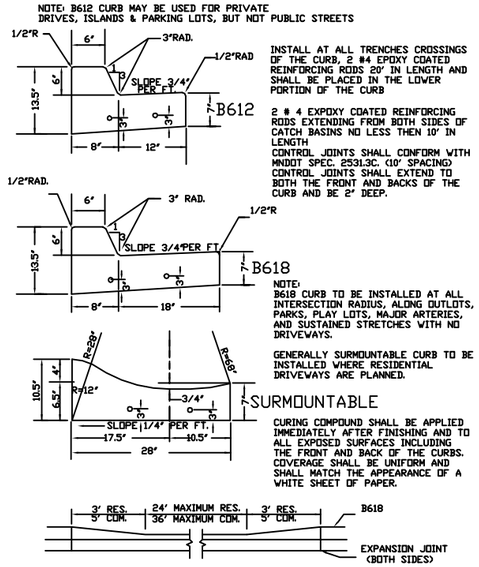
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vlad Sivriver DATED: 11/22/19

VLADIMIR SIVRIVER P.E. NO. 25105

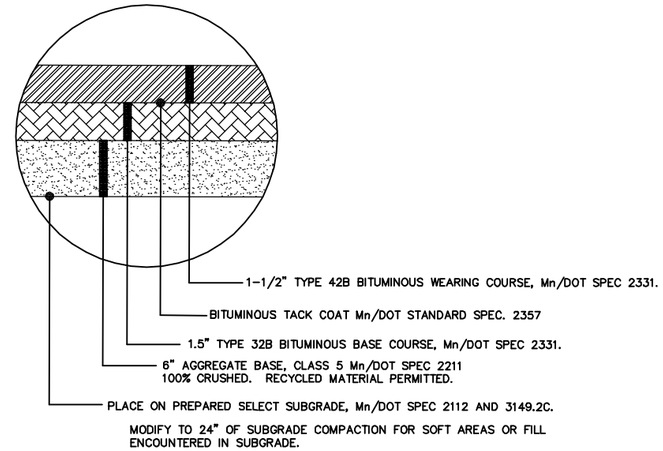
PRELIMINARY PLAT

JOB NAME: GUIDING STAR WAKOTA NEW FACILITY	DRAWN BY: IS	PROJ. NO. 19-136
LOCATION: 1140 SOUTH ROBERT STREET WEST SAINT PAUL, MN 55118	CHECKED BY: VS	SHEET NO. C8



STANDARD CURB DETAIL

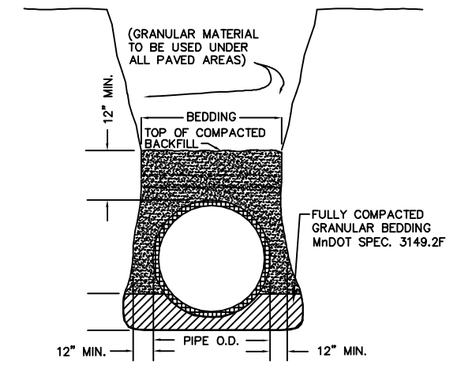
DETAIL DRAWING EDS-1



NOT TO SCALE

TYPICAL SECTION FOR NORMAL TRAFFIC AND PARKING AREAS

DETAIL DRAWING EDS-2

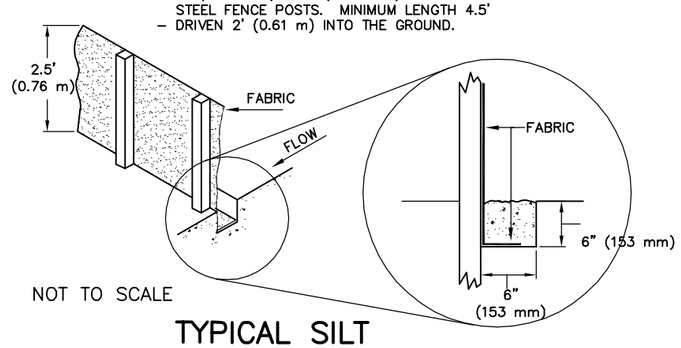


NOT TO SCALE

TRENCH AND PIPE BEDDING DETAIL

DETAIL DRAWING EDS-3

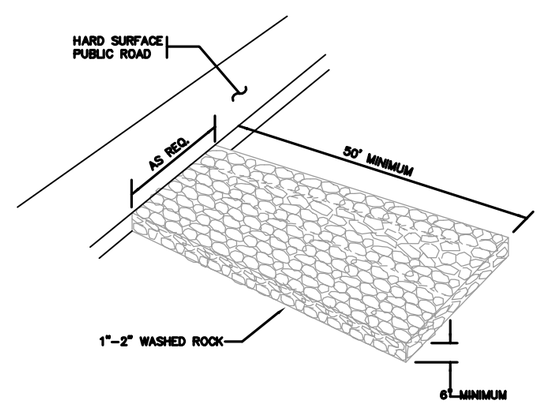
NOTES:
- PLACE BOTTOM EDGE OF FENCE INTO 6" (153 mm) DEEP TRENCH AND BACKFILLED IMMEDIATELY.
- POSTS SHALL BE:
  - 4' (1.22 m) ON CENTER
  - 2" (50.8 mm) X 2" (50.8 mm) HARDWOOD, PINE OR STEEL FENCE POSTS. MINIMUM LENGTH 4.5'
  - DRIVEN 2' (0.61 m) INTO THE GROUND.



NOT TO SCALE

TYPICAL SILT FENCE CONSTRUCTION

DETAIL DRAWING EDS-4



NOT TO SCALE

TYPICAL ROCK ENTRANCE

DETAIL DRAWING EDS-5

PRELIMINARY
NOT FOR CONSTRUCTION

ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd. Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

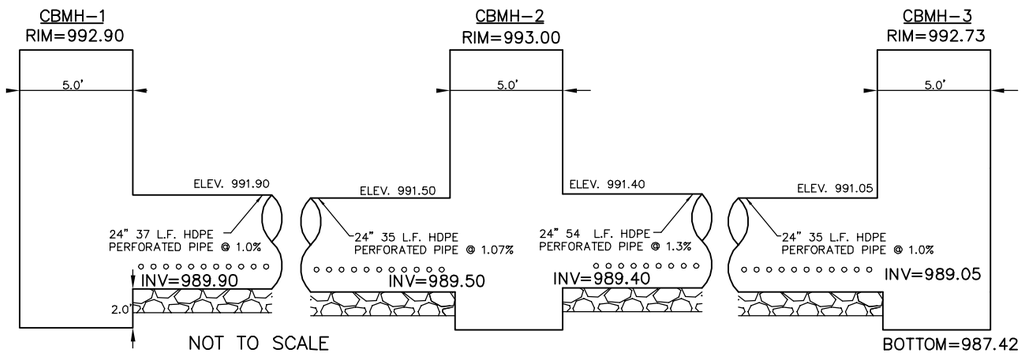
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vlad Sivriver DATED: 11/22/2019

VLADIMIR SIVRIVER P.E. NO. 25105

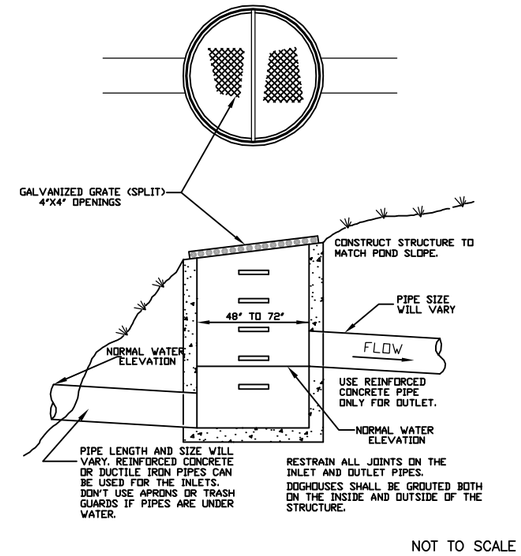
DETAILS

JOB NAME: GUIDING STAR WACOTA NEW FACILITY	DRAWN BY: IS	PROJ. NO. 19-136
LOCATION: 1140 SOUTH ROBERT STREET WEST SAINT PAUL, MN 55118	CHECKED BY: VS	SHEET NO. C9



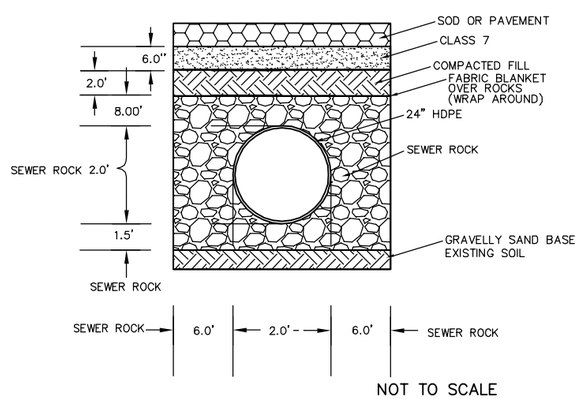
INFILTRATION TRENCH PROFILE

DETAIL DRAWING EDS-6



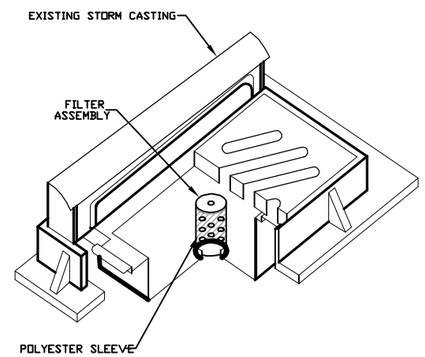
TYPICAL SKIMMER STRUCTURE

DETAIL DRAWING EDS-7



INFILTRATION TRENCH DETAIL

DETAIL DRAWING EDS-8



INSERT TO BE USED SHALL BE A WIMCO, LANGE INDUSTRIES 'ROAD DRAIN' STYLE, OR APPROVED EQUAL TO BE UTILIZED IN THE EXISTING ROADWAY CASTING.

NOT TO SCALE

INLET PROTECTION (WIMCO)

DETAIL DRAWING EDS-9

PRELIMINARY
NOT FOR CONSTRUCTION

ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd. Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

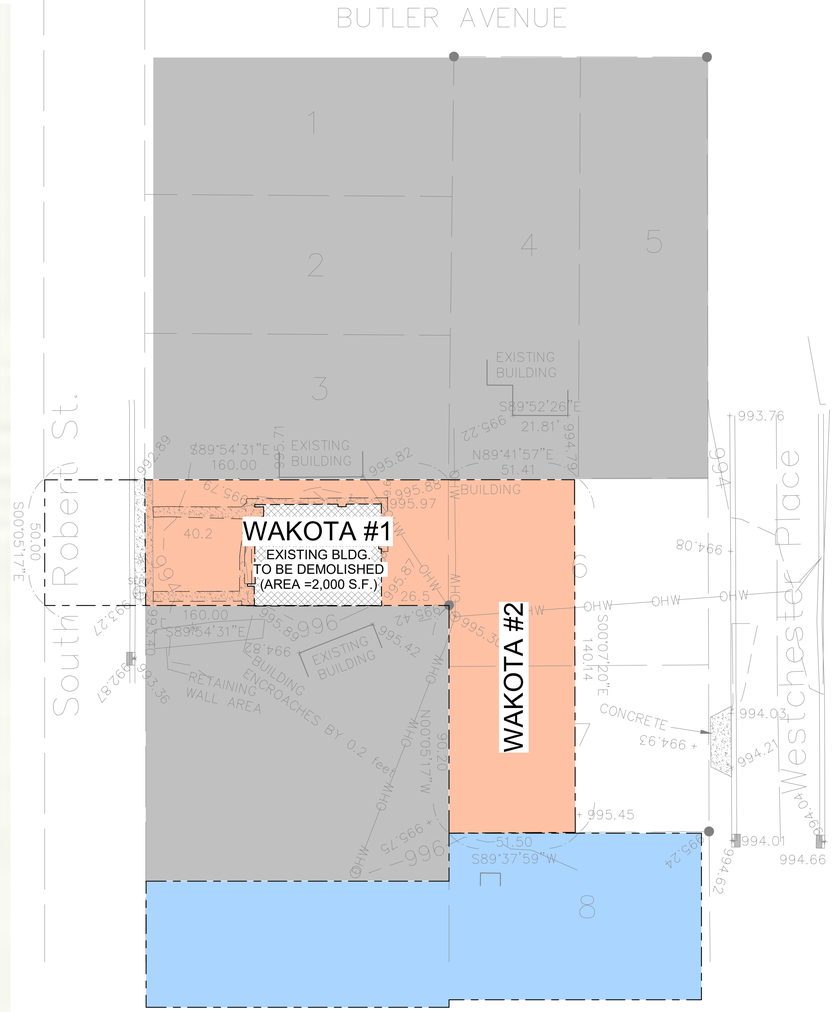
Vlad Sivriver DATED: 11/22/2019

VLADIMIR SIVRIVER P.E. NO. 25105

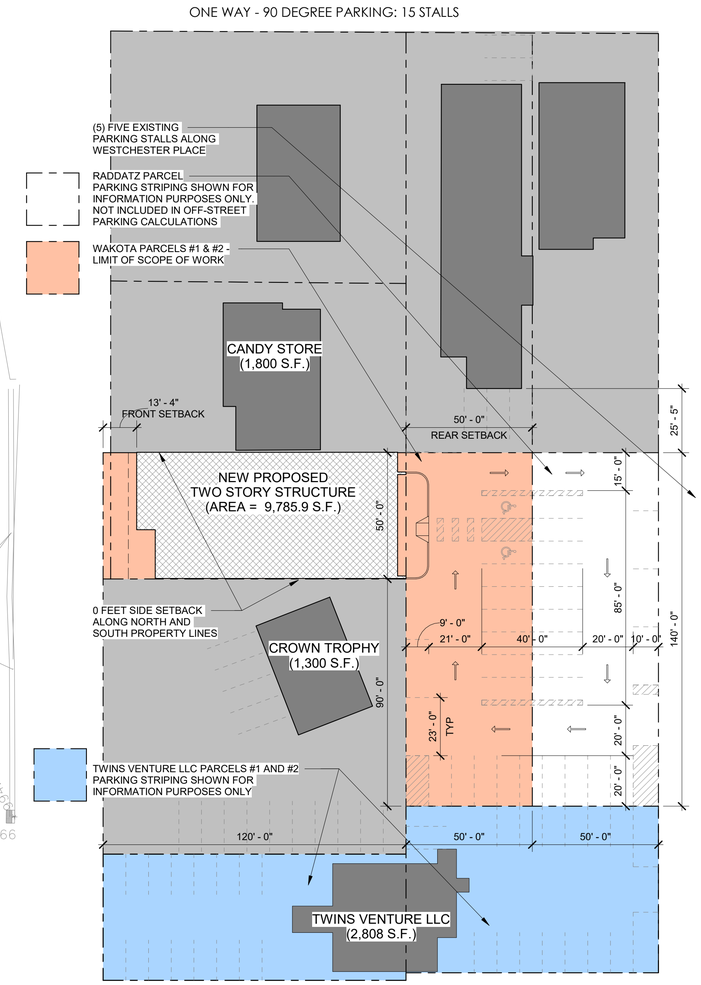
DETAILS 2

JOB NAME: GUIDING STAR WACOTA NEW FACILITY	DRAWN BY: IS	PROJ. NO. 19-136
LOCATION: 1140 SOUTH ROBERT STREET WEST SAINT PAUL, MN 55118	CHECKED BY: VS	SHEET NO. C10

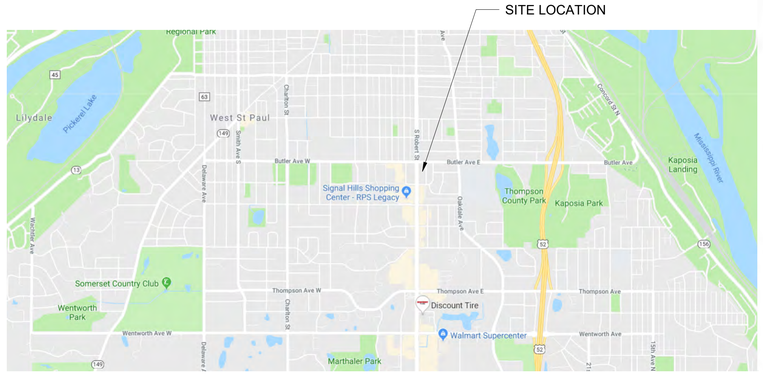
1 PROPERTY MAP
1" = 30'-0"



2 EXISTING SITE SURVEY
1" = 30'-0"



3 PROPOSED SITE PLAN
1" = 30'-0"



Off-Street Parking Stalls Calculations:

Wakota a Guiding Star Center:	Area (sq.ft.)	Ordinance Count Rule:
Office/Business:	9068.54	At least one off-street parking space for every 250 square feet (when >6,000 sq.ft.)
Storage:	717.36	At least one space for every 500 square feet in excess of the first 500 sq.ft. (<15,000 sq.ft.)
Required Stalls:	37	15 Stalls Provided

Twins Venture LLC:	Area (sq.ft.)	Ordinance Count Rule:
Office/Business:	2808	At least one off-street parking space for every 200 square feet (when <6,000 sq.ft.)
Required Stalls:	14	28 Stalls Provided (14 shared)

Shared Parking lot Calculations:	Stalls:	
Wakota:	15	
Twins	14	
Total Provided:	29	8 Variance stalls required to meet ordinance

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Signature:

Typed or Printed Name: CARLOS R. PEREZ

Date: NOV 22, 2019 License Number: 051272

GUIDING STAR - WAKOTA
NEW FACILITY
1140 Robert Street South, West Saint Paul, MN 55118

Sketches L.L.C.

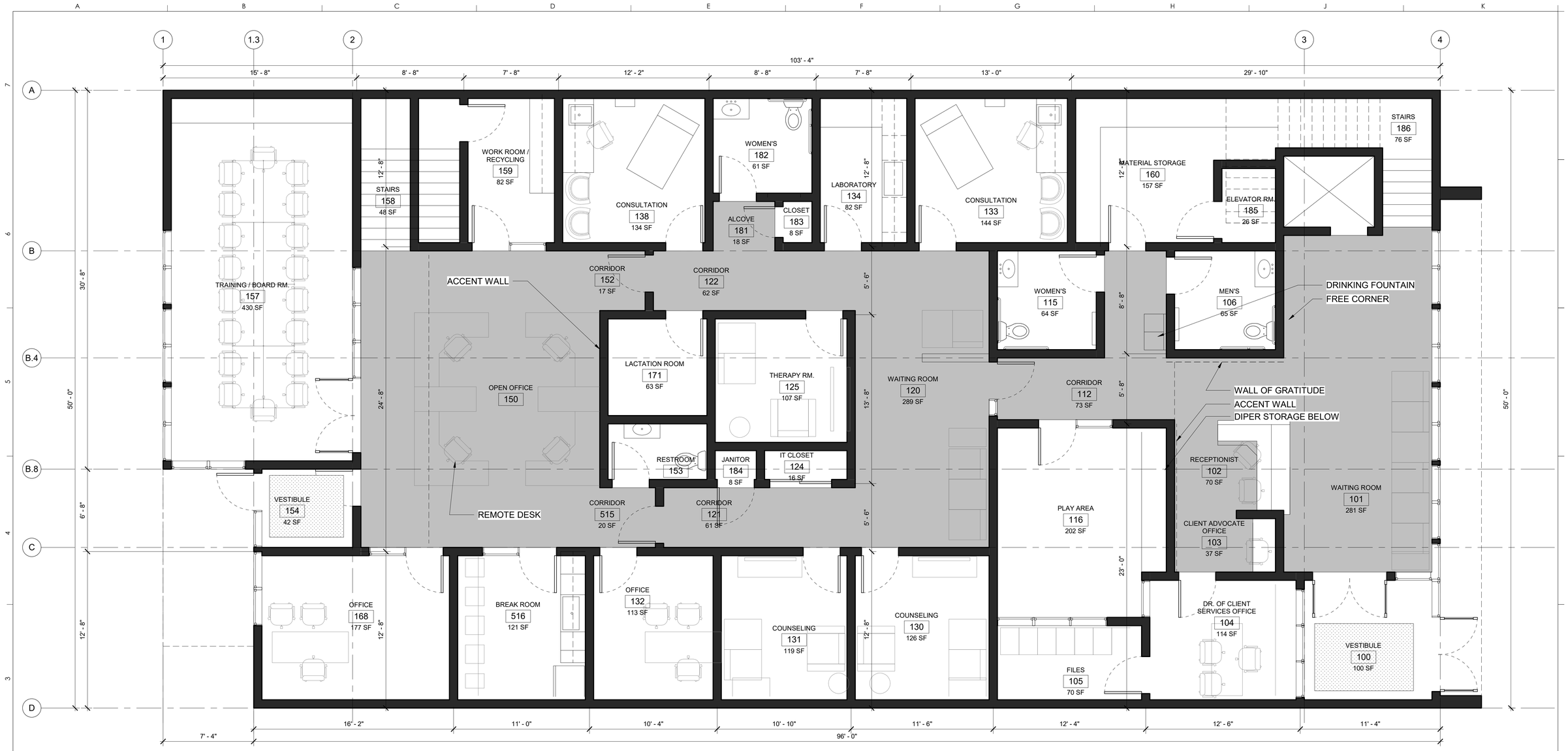
178 Robie Street West, Saint Paul, MN 55107 | 612.222.3444

No.	Description	Date
A	SITE PLAN APPROVAL	11/22/2019

VARIANCE APPLICATION

Project number:	1200-910	C100
Date:	10/25/2019	
Drawn by:	CP	
Checked by:	RS	Scale: 1" = 30'-0"

Printed on: 11/21/2019 1:45:44 AM11/21/2019 1:45:44 AM



1 FIRST LEVEL FLOOR PLAN
1/4" = 1'-0"

NORTHWEST VIEW (S. ROBERT ROBERT STREET)

SOUTHWEST VIEW (S. ROBERT STREET)

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Signature:

Typed or Printed Name: CARLOS R. PEREZ

Date: NOV 22, 2019 License Number: 051272

GUIDING STAR - WAKOTA
NEW FACILITY
1140 Robert Street South, West Saint Paul, MN 55118

Sketches L.L.C.

178 Robie Street West, Saint Paul, MN 55107 | 612.222.3444

No.	Description	Date
A	SITE PLAN APPROVAL	11/22/2019

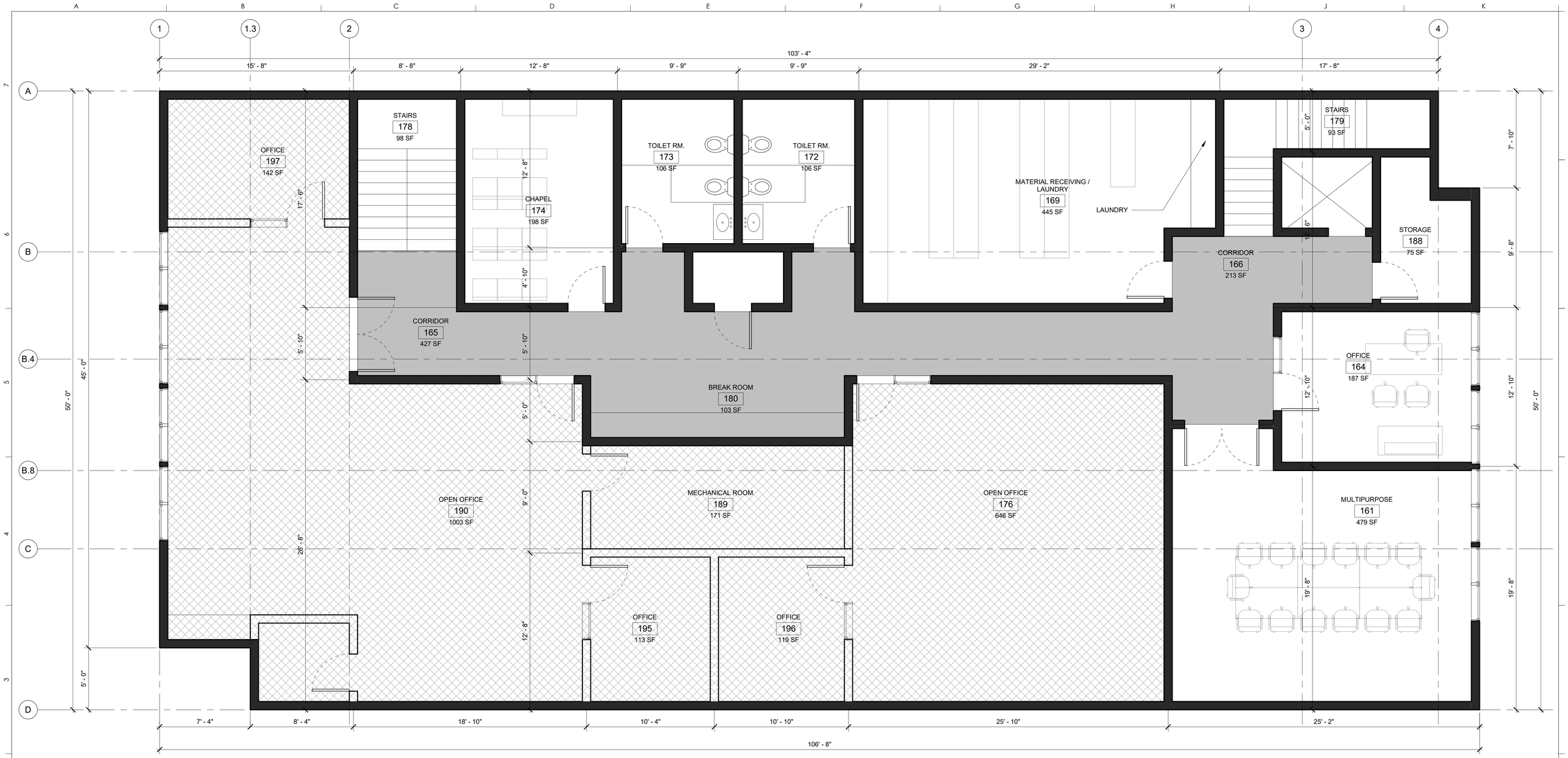
FIRST LEVEL FLOOR PLAN

Project number:	1200-910
Date:	10/25/2019
Drawn by:	C.P.
Checked by:	R.S.

A100

Scale: 1/4" = 1'-0"

Printed on: 11/21/2019 1:45:41 AM11/21/2019 1:45:41 AM



1 SECOND LEVEL FLOOR PLAN
1/4" = 1'-0"

NORTHEAST VIEW (WESTCHESTER PLACE)

SOUTHEAST VIEW (WESTCHESTER PLACE)

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Signature:

Typed or Printed Name: CARLOS R. PEREZ

Date: NOV 12, 2019 License Number: 051272

GUIDING STAR - WAKOTA
NEW FACILITY
1140 Robert Street South, West Saint Paul, MN 55118

Sketches L.L.C.

178 Robie Street West, Saint Paul, MN 55107 | 612.222.3444

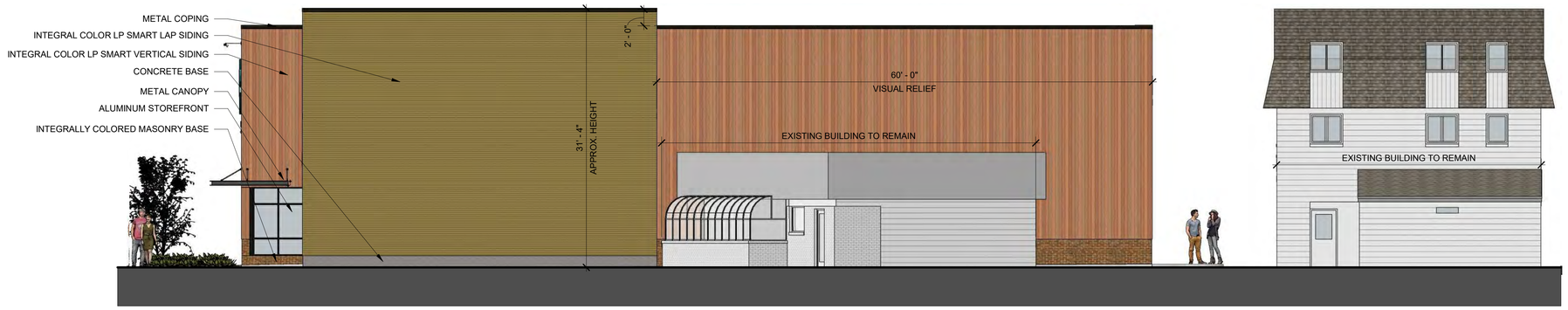
No.	Description	Date
A	SITE PLAN APPROVAL	11/22/2019

SECOND LEVEL FLOOR PLAN

Project number:	1200-910	A101
Date:	10/25/2019	
Drawn by:	C.P.	
Checked by:	R.S.	Scale: 1/4" = 1'-0"

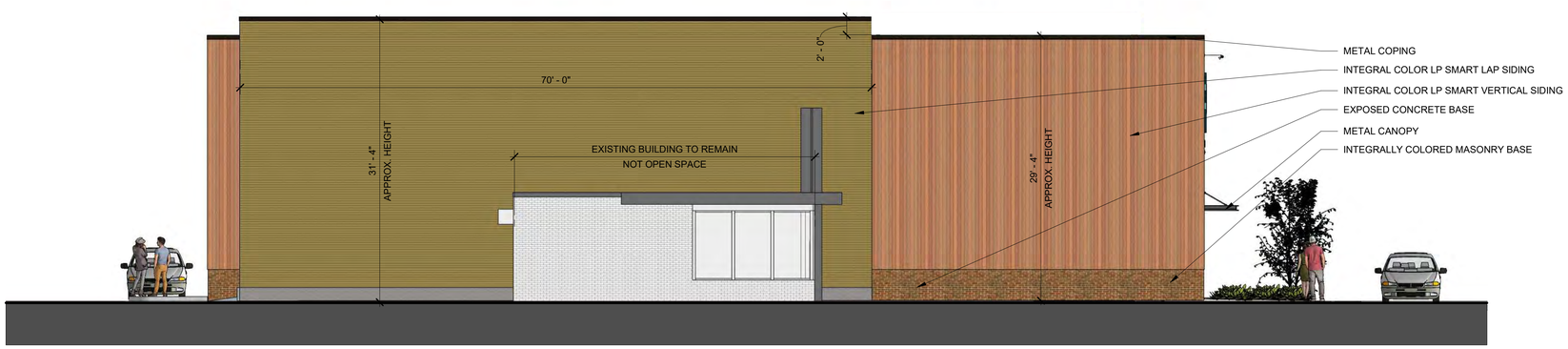
Printed on: 11/21/2019 1:45:43 AM11/21/2019 1:45:43 AM

WEST ELEVATION (1/8"=1') - SOUTH ROBERT STREET



SOUTH ELEVATION (1/8"=1') - CROWN TROPHY PROPERTY

EAST ELEVATION (1/8":1') - WESTCHESTER PL



NORTH ELEVATION (1/8":1') - CANDY STORE PROPERTY

DESIGN REPRESENTATION ONLY - NOT FOR CONSTRUCTION: The building images shown area a representation of the current design intent only. The building images may not relfect variations in color, tone, hue, shading,ambient light intensity, materials, texture, contrast, font sylte, construction variations required by building codes or inspectors, material availability or final design detailing.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Signature: _____

Typed or Printed Name: CARLOS R. PEREZ

Date: NOV 22, 2019 License Number: 051272

GUIDING STAR - WAKOTA
NEW FACILITY
1140 Robert Street South, West Saint Paul, MN 55118

Sketches L.L.C.

178 Robie Street West, Saint Paul, MN 55107 | 612.222.3444

No.	Description	Date
A	SITE PLAN APPROVAL	11/22/2019

BUILDING ELEVATIONS

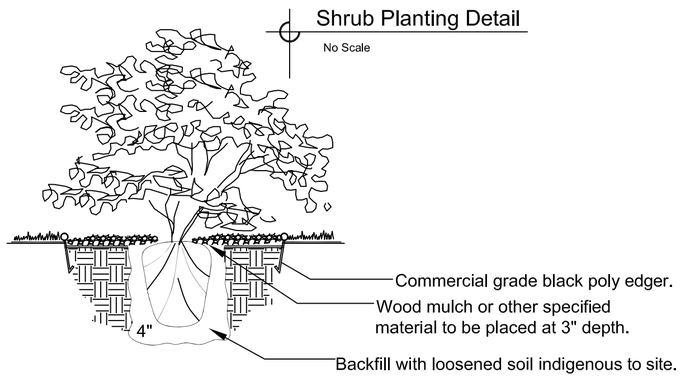
Project number:	1200-910
Date:	10/25/2019
Drawn by:	C.P.
Checked by:	R.S.

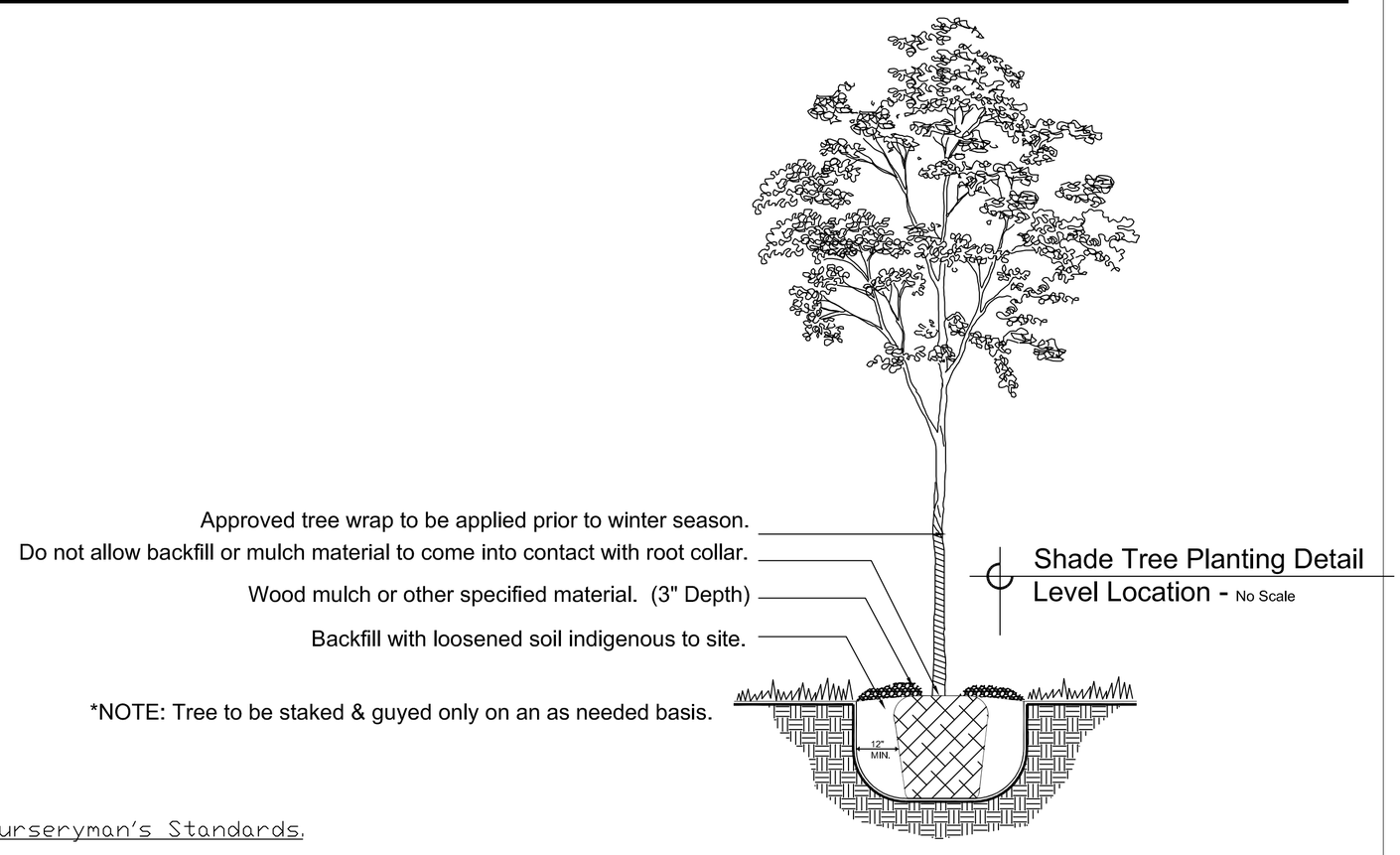
A200

Scale: 1/8" = 1'-0"

Printed on: 11/21/2019 1:45:43 AM11/21/2019 1:45:43 AM

QTY.	CODE	Common Name	Size/Root	Notes
3	SWA	Swedish Aspen, Columnar	3" BB	
16	SGJ	Sea Green Juniper	#5	





*NOTE: Tree to be staked & guyed only on an as needed basis.

GENERAL NOTES PLAN SPECIFIC:

All plantings shall be true to name and size in accordance with American Nurseryman's Standards.

All plantings shall be guaranteed for one year (365 days) from date of acceptance. Landscape Contractor shall replace any dead or damaged plants at no additional cost to Owner during the guarantee period. Landscape Contractor shall make monthly site maintenance inspections and notify owner of maintenance deficiencies.

All trees shall be guyed at the discretion of the landscape contractor. Landscape contactor shall warrant plants to be plumb at the end of the warranty period. All trees shall be wrapped at the end of November of installation year.

All shrub beds and areas indicated as receiving rock mulch shall receive a 5" deep layer of 2-4" size Washed River Rock over 3 ounce landscape fabric. Landscape maintenance bed around the building is 3 feet wide with 1 ½ inch river rock over 3 ounce landscape fabric. All single trees shall receive a 4" layer of shredded bark mulch free of leaves, twigs, and other extraneous debris over weed barrier fabric.

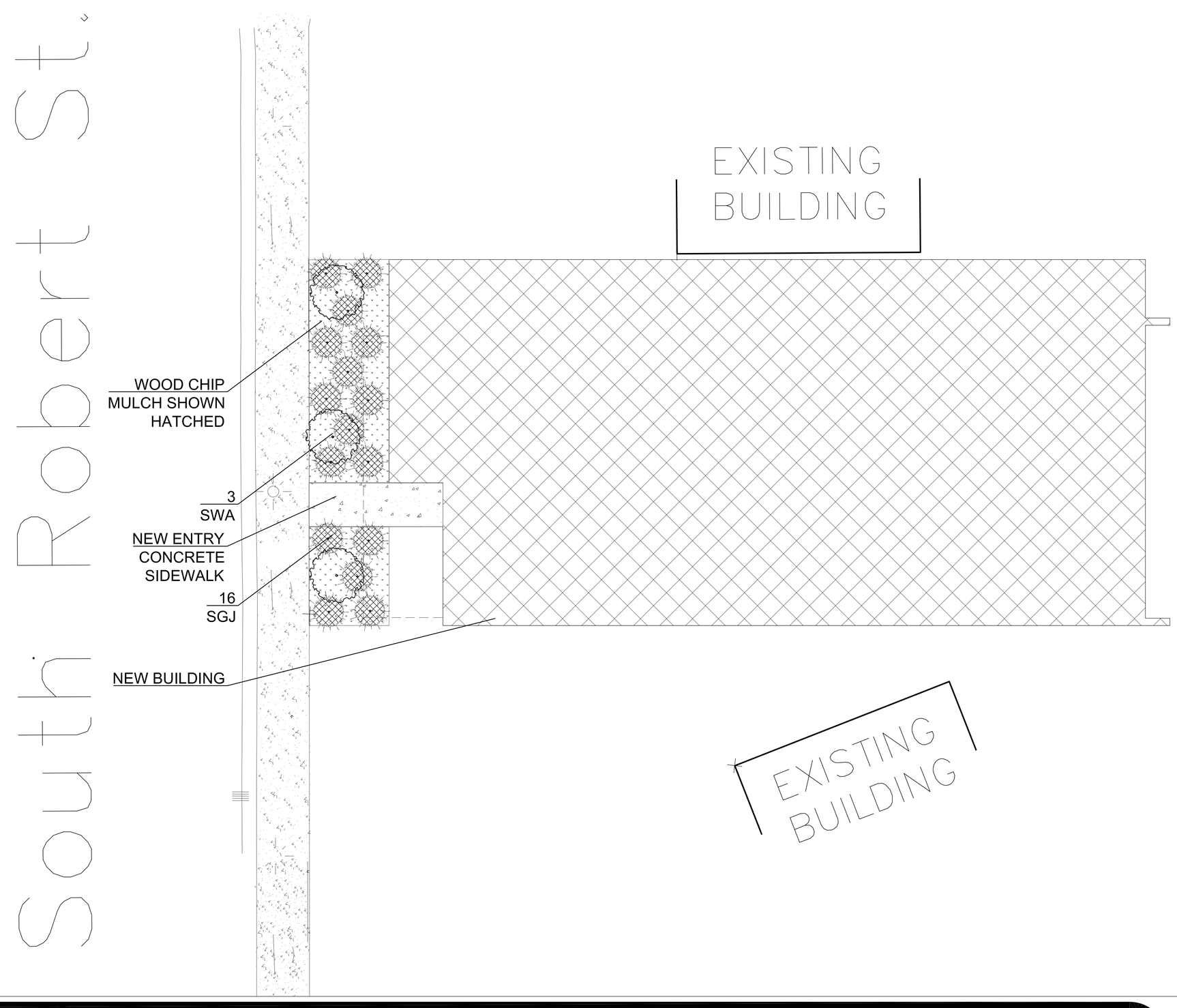
Sod shall be cultured Kentucky bluegrass, free of weeds and clumps. All area within the irrigations limits shall be sodded. Landscape Contractor will water at time of installation and roll all sod as needed to assure a smooth turf. All slopes greater than 3 to 1 shall be staked. Any sliding of sod shall be replaced by Landscape Contractor at no cost to the owner.

All areas outside the irrigation limits shall be seeded with MNDOT 25-131 and mulch with straw disc anchored. Any slopes greater than 3:1 shall be blanketed with 2 side straw blanket.

A performance base irrigation system shall be installed by the Landscape Contractor including sleeve as needed. RPZ shall be supplied to the general contractor for installation. Coordinate with the general contractor for the size of the irrigation stub. IRRIGATION INSTALLED ONLY IN THE SODDED TURF AREAS.

Landscape Contractor shall be responsible for locating all utilities by actual location in the field prior to any planting operation.

Preliminary Plan-
Not For Construction



NORTH

SCALE:
0 15 30 60

MARKELL ~ LABEREE DESIGN GROUP
895 Park Knoll Drive,
Eagan MN 55123
651-468-8714
leemarkell@comcast.net

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly registered LANDSCAPE ARCHITECT under the laws of the State of Minnesota.

Lee Markell

Lee Markell

Date: 10/25/2019

License No.19313

Wakota Life Care Center, West St. Paul

PREPARED FOR:

NO.	REVISION / ISSUE	DATE:
A	SITE PLAN APPROVAL	10/25/2019

DESIGNED: AD
DRAWN: Ad
CHECKED: LM
DATE: 10/25/2019

SHEET: L1

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION APPROVING A SITE PLAN FOR THE CONSTRUCTION OF A NEW BUILDING AT 1140 ROBERT STREET – DAN SAAD

WHEREAS, a site plan application has been submitted to the City for the properties currently legally described as:

CURRENT: N 50 FT OF S 460 FT OF W 160 FT OF NW 1/4 OF NE 1/4 OF SW 1/4 EX ST & EX PT TO CITY

W ½ OF LOTS 6 & 7 OF LOT 7 BLOCK 1 OF WESTCHESTER HEIGHTS NO 2 REARRANGEMENT

WHEREAS, a public hearing concerning the site plan was held before the West St. Paul Planning Commission on January 21, 2020;

WHEREAS, the West St. Paul Planning Commission has recommended the City Council deny the site plan due to the footprint of the building; and

WHEREAS, because the building size, location and overall footprint of the new building complies with the zoning ordinance, the West St. Paul City Staff has recommended the City Council approve the site plan.

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council that the site plan for 1140 Robert Street requested by Dan Saad, is hereby approved subject to the submitted plans and following conditions:

1. Council approval of the corresponding planning applications.
2. The applicant shall ensure that Wakota employees park in one of the shared parking lots, rather than the adjacent Wakota lot.
3. The applicant shall apply for and obtain all applicable building and sign permits.
4. The applicant shall ensure that all lighting levels will not exceed zero foot candles at all abutting property lines, and no direct glare shall extend into the public street, public open space, or neighboring properties.
5. The applicant shall alter the building elevation plans to incorporate at least 40% window coverage on the southern elevation prior to submitting building permit applications.
6. The applicant shall revise the plans to incorporate at least two of the visual relief criteria on the northern elevation.

7. The applicant shall ensure that all mechanical protrusions are properly screened as per section 153.032 (F) of the code.

8. The applicant shall ensure that any/all trash enclosures comply with section 153.032 (F)6 of the code.

9. The applicant shall ensure that all signage meet the requirements of Section 153 of the code.

10. The applicant shall adhere to the recommendations of the Environmental Committee per the attached memo dated December 11, 2019.

11. The applicant shall adhere to all items outlined in the WSB Engineering Memo dated January 8, 2020.

12. The applicant shall enter into a stormwater management agreement with the city for the proposed stormwater filtration basin.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 27th day of January 2020.

Attest:

David Napier, Mayor	Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION MEMORIALIZING THE FINDINGS OF FACT FOR DENIAL OF A CONDITIONAL USE PERMIT TO ALLOW A MEDICAL OFFICE BUILDING AT 1140 ROBERT STREET – DAN SAAD

WHEREAS, a conditional use permit application has been submitted to the City for the properties currently legally described as:

CURRENT: N 50 FT OF S 460 FT OF W 160 FT OF NW 1/4 OF NE 1/4 OF SW 1/4 EX ST & EX PT TO CITY

W ½ OF LOTS 6 & 7 OF LOT 7 BLOCK 1 OF WESTCHESTER HEIGHTS NO 2 REARRANGEMENT

WHEREAS, a public hearing concerning the conditional use permit was held before the West St. Paul Planning Commission on January 21, 2020;

WHEREAS, the West St. Paul Planning Commission has recommended the City Council of West St. Paul deny the conditional use permit due to the proposed use not aligning with the definition of a medical office; and

WHEREAS, based on the discussion during the Planning Commission public hearing and the testimony from the applicant, evidence supports that the subject property is not being used as a medical office, the West St. Paul City Staff has recommended the City Council of West St. Paul deny the conditional use permit.

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council that the conditional use permit for 1140 Robert Street requested by Dan Saad, is hereby denied for the following reason:

1. Based on the discussion during the Planning Commission public hearing and the testimony from the applicant, evidence supports that the subject property is not being used as a medical office, and therefore the conditional use permit should be denied.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 27th day of January 2020.

Attest:

David Napier, Mayor	Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20-

RESOLUTION APPROVING THE PRELIMINARTY PLAT
FOR 1140 ROBERT STREET – DAN SAAD

WHEREAS, a preliminary plat application has been submitted to the City for the properties currently legally described as:

CURRENT: N 50 FT OF S 460 FT OF W 160 FT OF NW 1/4 OF NE 1/4 OF SW 1/4 EX ST & EX PT TO CITY

W ½ OF LOTS 6 & 7 OF LOT 7 BLOCK 1 OF WESTCHESTER HEIGHTS NO 2 REARRANGEMENT

WHEREAS, a public hearing concerning the preliminary plat was held before the West St. Paul Planning Commission on January 21, 2020; and

WHEREAS, the West St. Paul Planning Commission has recommended the City Council deny the preliminary plat due to the recommended denial of the corresponding site plan; and

WHEREAS, the West St. Paul City Staff has recommended approval of the site plan; and

WHEREAS, the preliminary plat complies with the code; and

WHEREAS, the West St. Paul City Staff is recommending approval of the preliminary plat.

NOW, THEREFORE, BE IT RESOLVED by the West St. Paul City Council that the preliminary plat for 1140 Robert Street requested by Dan Saad, is hereby approved subject to the submitted plans and following conditions:

1. Council approval of the corresponding planning applications.
2. The applicant shall submit a final plat for formal review by the Planning Commission and City Council within one year.
3. Upon submittal of the final plat, the applicant shall include 10 foot drainage/utility easements along the front property line and a 5 foot drainage/utility along all interior property lines with the exception of those areas covered by the proposed building.
4. The applicant shall record the final plat at Dakota County prior to occupancy of the new building.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 27th day of January 2020.

Attest:

_____ _____

David Napier, Mayor Shirley R Buecksler, City Clerk

CITY OF WEST ST. PAUL

City Council Report

To: **Mayor and City Council**

Through: **Ryan Schroeder, City Manager**

From: **Shirley Buecksler, City Clerk**

Date: **January 27, 2019**

Appointments to Environmental, Parks & Recreation, and Planning Commissions

BACKGROUND INFORMATION:

At tonight's OCWS, Council will be discussing and voting on appointments to the Environmental Committee, Parks & Recreation Committee, and Planning Commission to fill seats for terms expiring in February/March 2020. Council may be forwarding their recommendations to the Regular Council agenda for approval.

FISCAL IMPACT:

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Approval of recommendations brought forward from OCWS discussion.